AGREEMENT

BETWEEN

THE GLOUCESTER COUNTY BOARD OF CHOSEN FREEHOLDERS, COUNTY CLERK, SURROGATE AND SHERIFF

AND

THE COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

Local 1085

Blue & White Collar, Supervisory, and Row Office Units

January 1, 2015 – December 31, 2018

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PREAMBLE

THIS AGREEMENT is entered into by and between the GLOUCESTER COUNTY BOARD OF CHOSEN FREEHOLDERS, together with the COUNTY CLERK, SURROGATE, and SHERIFF of Gloucester County (which parties are referred to hereinafter as "the Employer"), and the COMMUNICATIONS WORKERS OF AMERICA, together with the Gloucester County Supervisory Unit thereof (hereinafter referred to as "the Union"), for the purpose of establishing wages, hours, benefits, and other terms and conditions of employment, together with procedures for the fair and amicable resolution of disputes and grievances pertaining thereto.

NOW, THEREFORE, in consideration of the mutual covenants and understandings expressed herein, the parties agree as follows.

ARTICLE 1
RECOGNITION

1.1. **Bargaining Units.** The Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours, and other terms and conditions of employment for all full-time employees in the Blue and White Collar, Supervisory, and Row Office bargaining units, including craft employees, Mosquito Control employees, Emergency Medical Technicians, and investigators in the Medical Examiner's Office. Part-time employees in the above categories shall also be included, provided their work schedule consists of at least 12 hours per week on average, and provided further that such schedule has continued (or is intended to continue) for at least 26 weeks. Excluded from the aforementioned units are managerial executives, confidential, police, and fire employees, part-time employees who work less than 12 hours as defined above, and employees who are represented in other units, as well as temporary and interim employees other than those specified below.

1.2. **Temporary and Interim Employees.** The Employer may assign unit work to temporary employees outside the bargaining unit only if such temporary positions are to be filled for less than six months in any twelve-month period (regardless of hours worked) in order to address seasonal or other short-term needs as authorized under the Civil Service Act. If a temporary position exceeds six months, the employee shall be included in the appropriate bargaining unit. Interim appointees, as defined by the New Jersey Department of Personnel, shall be included in the appropriate bargaining unit upon filling a unit position for twelve consecutive months. Nothing herein shall be construed as excluding unit employees who are appointed to fill other unit positions on an interim basis.

1.3. **Work Program Participants.** Duties ordinarily performed by bargaining unit employees may be assigned to work experience or community service participants outside the unit under the following conditions only:

(a) Written notice shall be provided to the union at least 10 days before any participant begins work.

(b) The union shall be apprised of the nature of the work to be assigned.

(c) No such assignment shall be made or continued if the positions of employees who ordinarily perform such work have been reduced in number within the past 12 months or if any such positions remain unfilled for longer than three months.

1.4. **Use of Titles.** Whenever titles are used in this Agreement, they shall be understood to include the plural as well as the singular and to include males and females.

ARTICLE 2
RESPONSIBLE UNION-EMPLOYER RELATIONSHIP

2.1. **Mutual Dealings.** The Employer and the Union recognize that it is in the best interests of both parties, the employees, and the public that all dealings between them continue to be characterized by mutual responsibility and respect. To insure that this relationship continues and improves, the Employer and the Union and their respective representatives at all levels will apply the terms of this contract fairly in accord with its intent and meaning and consistent with the Union's status as exclusive bargaining representative of all employees covered by this contract.

2.2. **Respectful Treatment.** It is understood that every employee, supervisor, and manager shall be treated in accordance with accepted standards of decency, courtesy, and respect.

2.3 **Use of Employer Equipment.** Union representatives will be entitled to use the Employer's telephones, fax machines, and e-mail system to communicate with employees in carrying out the Union's representational duties. Employees will likewise be permitted to use such equipment to contact their Union representatives in regard to matters of representation. It is understood that such use shall be reasonable, shall not interfere with work operations, shall be consistent with HR Manual policies and shall be limited to lunch breaks, other break times, and/or before or after working hours.

ARTICLE 3
NON-DISCRIMINATION

3.1. **Discrimination Prohibited.** In accordance with and to the extent of statute, no employee will be discriminated against on the basis of race, creed, color, national origin, sex, marital status, age, religious opinions or affiliation, handicaps, sexual or affectional orientation, or legal participation or non-participation in Union activities.

ARTICLE 4
DEDUCTION OF UNION DUES AND REPRESENTATION FEES

4.1. **Dues Checkoff.** The Employer agrees to make payroll deductions of Union dues when authorized to do so by the employee on the appropriate form. The amount of such deductions shall be certified to the Employer by the Secretary-Treasurer of the Union. The Employer shall remit the dues to the Union by the last day of the month following the calendar month in which such deductions are made (or earlier, if reasonably possible), together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the Local President. Dues deductions for employees in the bargaining unit(s) shall not be made for any other employee organization.

4.2. **Withdrawal of Dues Checkoff.** In the event any employee withdraws his or her authorization for dues deduction by notice to the County Treasurer, such dues shall be halted as of July 1 next following the date on which notice of withdrawal was filed, pursuant to N.J.S.A. 52:14-15.9e.

4.3. **Deduction of Representation Fees.** For all employees in the bargaining unit(s) who do not pay dues in accordance with Section 4.1 above, the Employer shall instead deduct a representation fee equal to a percentage of the appropriate dues as certified by the Union, pursuant to L. 1979, C. 477.

4.4. **Demand-and-Return System.** The Union represents that it has established a demand-and-return system in accordance with law.

4.5. **Hold Harmless.** It is agreed that the Employer shall have no other obligation or liability, financial or otherwise (other than set forth herein), because of actions arising out of the understandings expressed in the language of this section. It is further understood that once the funds deducted are remitted to the Union, the disposition of such funds shall be the sole and exclusive responsibility of the Union. The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice, or assignment furnished under this section.

ARTICLE 5
HOURS OF WORK

5.1. **Maintenance of Working Hours.** The current hours of work, including meals, shift schedules, and breaks, and the days on which work is performed shall continue, except as may be provided otherwise by agreement of the parties. Full-time base workweeks shall consist of 32.5, 35, or 40 hours, depending upon department and/or job classification.

(a) Shifts for maintenance employees in the Buildings & Grounds Department shall consist of 6 AM to 2 PM, 7 AM to 3 PM, 8 AM to 4 PM, and 9 AM to 5 PM. Special Transportation hours of work may vary including split shifts and

run between the hours of 6:30 AM to 6:30 PM. Senior Park Rangers will rotate between park assignments every six months, as much as feasible and subject to operational needs. See Appendix V for Park Ranger title series shifts.

(b) Notwithstanding the established shift schedules, individual employees may be permitted to select an alternative work schedule in order to accommodate family obligations or other documented hardships on a temporary basis, upon approval by the Employer.

(c) Except for those who are scheduled and wish to remain on the schedule, employees in the PST and EMT series shall have their schedules adjusted during the workweeks that a premium holiday falls in order to maintain hours: (1) should the employee be scheduled to work in accordance with the premium holiday rotation schedule on a shift that would be regularly scheduled off, the employee will be removed from another shift during the workweek, and (2) should the employee be scheduled off in accordance with the premium holiday rotation schedule on a shift that would be regularly scheduled, the employee will be added to another shift during the workweek.

5.2. **Part-Time Employees.** Part-time employees will be assigned to work a portion of the full-time workweek established for their job classification and department. In the case of regular part-time employees, work schedules will be fixed. Part-time employees who are employed on a per diem basis will have variable schedules, except that they may be guaranteed a minimum number of hours per week by the Employer. Those who are assigned work schedules which are intended to average at least 30 paid hours per week or who have actually averaged at least 30 paid hours per week over a period of 26 weeks (January 1 through June 30 and July 1 through December 31) will not be involuntarily reduced below this threshold.

(a) Part-time employees in the PST series must submit availability for at least six shifts per calendar month, at a minimum of 6 hours per shift, with at least three of those shifts being in the weekend window of 1900 Friday through 0700 Monday. Failure to submit sufficient availability and/or provide sufficient work for three consecutive months will be considered a resignation. It is understood that if a holiday should occur in mid-week, availability must be submitted for at least one full 12 hour shift for the weekend(s) shift adjacent to said holiday.

(b) Part-time employees in the EMT series who work a regular schedule are either one (1) 12-hour shift per week, two (2) 12-hour shifts per week, or alternating weeks of one (1) and two (2) shifts per week. At a minimum, these employees must work at least 4 shifts per month.

(c) Part-time employees in PST and EMT series who receive health benefits must meet the minimum hourly requirements through availability and shift acceptance. Failure to provide sufficient availability and/or work sufficient hours may result in disciplinary action.

(d) Per Diem employees in the EMT series must submit a minimum of six (6) complete 12-hour shifts of availability per calendar month of which a minimum of three (3) complete 12-hour shifts of availability must be submitted for the weekend window of 1800 Friday through 0600 Monday. Per Diem employees in the EMT series must accept at least four (4) complete 12-hour shift assignments per calendar month of which a minimum of two (2) complete 12-hour weekend shifts must be accepted. If a Per Diem employee in the EMT series does not submit sufficient availability and/or provide sufficient work for 3 months, the employee will be considered to have resigned employment. As such, said employee must return all issued items including County of Gloucester photo identification and uniforms.

5.3. **Scheduling Preference.** In cases where there is more than one work schedule for employees in a given title, preference shall be given according to seniority whenever feasible in the assignment or reassignment of employees to a work schedule. Except in case of emergency, an employee who is involuntarily reassigned to a different work schedule shall be given 30 days' advance notice in writing.

5.4. **Compressed Workweeks Continued.** Employees who have been approved to work a compressed workweek schedule shall be permitted to continue, unless they take a different position where compressed workweeks are not in use. There will be no entitlement to a compressed workweek schedule for employees who do not currently have such a schedule.

5.5. Conditions for Compressed Workweeks. The use of compressed workweeks, where permitted, shall be subject to the following conditions:

(a) Holidays and administrative leave days shall be counted as whole days, regardless of the number of hours in a given workday. If a holiday falls on an employee's scheduled day off, he or she will receive a substitute or "floating" holiday to be used within 60 days. Employees shall continue to receive the same amount of sick and vacation leave, in hours, as they would receive with a regular five-day workweek.

(b) Employees who have a compressed workweek may revert to the regular five-day schedule upon giving notice to the department head, in which case the change will become effective as of the beginning of the next pay period. Employees may also request a change from one compressed schedule option to another, except that an employee with a 9/10 schedule will not be permitted to elect a 4/5 schedule. Such requests will be accommodated as much as possible provided they do not conflict with other employees' schedules or with the Employer's operational needs.

(c) As part of a compressed workweek plan for a specific department, individual employees may be required to revert temporarily to the normal five-day workweek, with prior written notice, in order to provide coverage while other employees are on sick or vacation leave for more than five consecutive days.

5.6. Summer Schedules. Summer work schedules shall be utilized between Memorial Day and Labor Day in the following areas:

Maintenance employees in the Parks & Recreation Department (excluding golf course employees but including the Mosquito Division): 6 AM–2:30 PM, with a half-hour lunch break.

Highway Department (40-hour employees): 6 AM–2:30 PM.

Motor Pool (Clayton Yard): 6 AM–2:30 PM.

Engineering Department (Sign Shop and Traffic Division): 6:30 AM–2:30 PM (7:30 AM–3:30 PM during the rest of the year), except as modified by the use of compressed workweek schedules.

Buildings & Grounds Department (day-shift building maintenance workers): 7 AM–3 PM and 8 AM–4 PM.

5.7. Golf Course Closings and Cancellation of Demand Response Operations. In cases where the Pitman Golf Course is closed for a full day or longer, employees of the Golf Course may be temporarily reassigned to other duties which they are reasonably capable of performing during such closings. Employees who decline such reassignment shall be permitted to utilize any vacation, administrative leave, or compensatory time off which is otherwise available or may take voluntary furlough time. In cases where inclement weather causes a cancellation of demand response operations for a full day or longer, the omnibus operators may be temporarily reassigned to other duties which they are reasonably capable of performing during such closings or shall be permitted to utilize any vacation, administration leave, or compensatory time off which is otherwise available or may take voluntary unpaid time.

5.8. County Store Operations. The following shifts will be utilized for employees of the County Clerk's Office who are assigned to work at the County Store:

(a) 9 AM to 5 PM, Monday through Friday.

(b) 10 AM to 6 PM, Monday through Friday. Employees who work from 10 AM to 6 PM Monday through Friday depending upon work volume and staffing, hours of work may vary between the hours of 9 AM through 9 PM.

(c) 1 PM to 9 PM, Monday through Friday.

(d) 9:30 AM to 5:30 PM on Saturdays.

Employees who work the above shifts will be entitled to a one-hour unpaid meal break and two 15-minute paid rest breaks during each shift. Employees who work from 9 AM to 5 PM or 10 AM to 6 PM may elect to forego a half-hour of their unpaid meal break, in which case the shift will end a half-hour early. Employees who work from 1 PM to 9 PM may likewise elect to forego a half-hour of the unpaid meal break, in which case the shift will begin one half-hour later.

5.9. **Work Time for Testimony.** An employee who is required to testify as a witness in any matter arising out of his or her job or concerning anything that was done as part of his or her job will be deemed to be on work time while appearing and testifying accordingly.

5.10. **Shift Switches/Substitutions.** Any two employees regardless of full-time or part-time status in the Emergency Medical Technician series or the Public Safety Telecommunicator series and in the same title may voluntarily arrange, for their own convenience, to switch already scheduled shifts for one another within the same pay week, as permitted under the Fair Labor Standards Act, with management approval. Furthermore, any two employees of full-time status in the Emergency Medical Technician series or the Public Safety Telecommunicator series and in the same title may voluntarily arrange, for their own convenience, to substitute or switch for one another, with management approval as permitted under the Fair Labor Standards Act. A "switch" is defined as a switch or swap or trade or reciprocal shift substitution of one shift assigned to an employee for another shift assigned to another employee within the same workweek. A "substitution" is defined as an agreement between two full-time employees to work hours assigned to the other employee, but need not be reciprocal. The parties to a switch or substitution must be in the same title series, hold the same title and must obtain the permission of management in advance. Permission will not be denied unless the switch or substitution would compromise public safety or interfere with the Employer's operations. It is understood that the employee who was originally scheduled will be paid for the shift or substitution as if he or she had worked it, and any other compensation for the switching or substitution will be solely up to the employees who are party to the switch.

1) When an employee does not fulfill an approved switch or substitution, or any portion thereof, regardless of circumstances or medical verification, said employee will be banned from switches and substitutions for the next 365 days.

2) Employees working a switch or substitution under Article 5.10 on a Holiday as defined in Article 17.1 are not entitled to Compensation for Holiday Work as defined in Article 17.4

ARTICLE 6
SALARIES AND WAGES

6.1. **Salary Payments.** The present bi-weekly schedule of paydays shall remain unchanged. General salary increases shall be granted to all employees as follows:

(a) Following ratification of this Agreement, each employee currently on the payroll will be placed on the correct scale shown in Salary Schedule A of Appendix I, on the next numbered step higher than his or her previous step, thereby resulting in a 2.0% across-the-board salary increase. This salary increase will be effective retroactively to January 1, 2015. Retroactive salary payments will also be made for all former employees who retired between January 1, 2015 and the date of the across-the-board adjustments. Employees hired after the across-the-board adjustments are issued for 2015 will be placed on step 1 of the appropriate scale in accordance with Section 6.2.

(b) As of January 1, 2016, each employee's salary will be adjusted to the respective scale of Schedule B, on the next numbered step higher than his or her previous step, thereby resulting in a 2.0% across-the-board salary increase.

(c) As of January 1, 2017, each employee's salary will be adjusted to the respective scale of Schedule C, on the next numbered step higher than his or her previous step, thereby resulting in a 2.0% across-the-board salary increase.

(d) As of January 1, 2018, each employee's salary will be adjusted to the respective scale of Schedule D, on the next numbered step higher than his or her previous step, thereby resulting in a 2.0% across-the-board salary increase.

(e) Employees who exceed the top step of their respective salary scales shall receive the same percentage adjustments as provided to those on steps.

(f) Payroll errors in regular pay will be resolved within three (3) business days of written notice to the Employer and are to be paid by issuance of check to employee.

6.2. **Salary Ranges and Increments.** Each job classification shall be assigned a salary scale as shown in Appendix II or as otherwise agreed by the parties. The starting salary for each job classification shall be step 1 of the appropriate

scale. Incremental or step increases shall be granted annually to all employees as of their established increment dates, except for those employees who are already at the highest step of their scale. Increment dates for new employees shall be the first day of the calendar quarter following the employee's anniversary of hire.

(a) Part-time EMT's and PST's hired on or after the date of ratification of this Agreement shall be hired as Trainees at salary scale 10 and shall remain on salary scale 10 for one year. After successful completion of one year in a Trainee title, part-time EMT's/PST's shall then be placed on salary scale 11. Part-time EMT's and PST's who are placed in full-time EMT and PST positions will be moved to scale 13, after the EMT or PST has been at scale 11 for an aggregate of 4 years as a part-time and full-time employee.

(b) Assessors hired on or after November 1, 2015 shall be hired as Trainees at salary scale 10 and shall remain on salary scale 10 for one year. Assessors shall then be moved to salary scale 11 and shall remain at salary scale 11 for four years. After four years at salary scale 11, such employees shall be moved to salary scale 12. The salary scale for Senior Assessor shall be reduced from 17 to 15 and for Principal Assessor from 21 to 17. All Senior and Principal Assessors currently employed by the County shall be grandfathered at their current salary scales of 17 and 21 respectively.

6.3. Longevity Payments. As of July 1 of each year, every employee whose salary has been at or above the maximum of his or her scale for one year or more is entitled to a lump-sum longevity payment as follows, provided the employee was hired prior to June 1, 2012:

(a) For employees with less than 15 years' service, the longevity payment shall be as shown in Column A of the longevity schedule in Appendix I, according to the employee's salary scale.

(b) For employees with at least 15 years' service, the longevity payment shall be as shown in Column B.

(c) For employees with at least 20 years' service, the longevity payment will be as shown in Column C.

Longevity payments will be issued to eligible employees no later than July 15 of each year. Employees hired on or after June 1, 2012 will not be eligible for longevity payments. Longevity payments will be paid to all eligible employees retroactive to July 1, 2015 after date of ratification of this Agreement. All eligible employees who have retired in good standing after July 1, 2015 but prior to date of ratification will also be eligible for their 2015 Longevity payment.

6.4. Part-Time Salaries and Wages. Part-time salaries or wages shall be calculated by using the hourly equivalent of the corresponding full-time salary figures.

6.5. Promotional Adjustments. Any employee promoted to a higher job classification shall be placed on the proper step of the salary schedule as follows:

(a) If promoted one scale, the employee will remain at the same step number.

(b) For every additional scale thereafter, the employee will move back one step.

(c) If the employee was at step 14 and would otherwise have been due a longevity payment within the next 12 months, he or she will be given one additional step on the new scale. In such case the employee will receive a longevity payment as previously scheduled only if the promotion does not exceed one scale.

(d) In addition to the above, if the promotion involves a change in the number of full-time working hours, the employee will receive a one-step increase if changing from 32.5 to 35 hours or from 35 to 40 hours. If the change is from 32.5 to 40 hours, the increase will be two steps. If there is a reduction in the number of working hours, there will be a corresponding decrease in the employee's step.

(e) In no case shall an employee be placed above the maximum step or below the minimum step.

6.6. Demotional Adjustments. Any employee demoted to a lower classification shall be placed on the proper step as follows: if demoted one scale, the employee will remain at the same step number; for each additional scale thereafter, the employee will move forward one step. In no case, however, shall an employee be placed above the maximum step or below the minimum step.

ARTICLE 7
CALL-IN AND STAND-BY PAY

7.1. **Stand-by Duty.** Employees of the Highway, Engineering, and Health Departments, as well as the Animal Shelter, may be assigned stand-by duty, provided that such assignment is in writing. Employees when assigned to stand-by duty shall be provided with cell phones or pagers and shall remain within range so as to be immediately available for recall to work. Stand-by pay shall consist of one (1) hour of regular straight-time pay for every eight (8) hours of stand-by duty assignment or major fraction thereof.

7.2. **Minimum Call-In Pay.** Any employee who is called to work prior to his or her next scheduled work period shall be paid for not less than two hours of work plus one-half hour's pay for commuting time, unless the call-in immediately precedes the employee's normal workday. In those cases where the call-in is not contiguous to the regular shift, the employee shall be compensated for mileage to and from home only for the most direct round-trip route. Employees who are contacted while off-duty and perform work over the telephone only, without coming to the work site, shall be paid for not less than one-half hour of work for each call; provided, however, that a continuation of a previous call shall not count as an additional call.

7.3. **Pager/Cell Phone Pay.** If an employee is expressly required in writing to carry a pager or cell phone while off duty, he/she will be paid a stipend of $25.00 per month.

ARTICLE 8
SHIFT DIFFERENTIAL

8.1. **Hourly Rate.** An hourly shift differential shall be paid for any work performed on a shift which commences after 12:00 noon for employees of the County Store, Parks & Recreation Department, Regional Communications Center, Emergency Medical Services Division, and Sheriff's Department. The amount of the shift differential shall be $1.00 per hour. Effective January 1, 2016, the shift differential shall increase to $1.20 per hour and effective January 1, 2017, shall increase to $1.30 per hour and effective January 1, 2018, shall increase to $1.40 per hour.

ARTICLE 9
OUT-OF-TITLE COMPENSATION

9.1. **Pay for Out-of-Title Work.** Any employee in the bargaining unit who is expressly assigned to work in a higher job classification shall be paid for such time as if temporarily promoted in accordance with Section 6.5. It is understood that such assignments shall be temporary in nature and shall not replace regular Civil Service selection procedures. An employee will be deemed to be working out of title if he or she is engaged in performing specific duties that are not encompassed by the Civil Service specification for his or her title, either directly or indirectly, but which are encompassed by a different title and which occupy such a portion of the employee's time during the work day as if he or she were classified in the other title.

ARTICLE 10
OVERTIME COMPENSATION

10.1. **Compensation.** Employees shall be compensated for overtime as follows:

(a) Employees shall be paid at the rate of time-and-a-half for all time worked in excess of 40 hours in the workweek.

(b) Employees on a 32.5-hour workweek shall be compensated at straight time either in cash or compensatory time off, at the Employer's option, for the first 7.5 hours of overtime per week.

(c) Employees in positions that currently have a 35-hour workweek shall be paid at straight time for the first 5 hours of overtime per week. In lieu of cash, employees may elect compensatory time off if agreeable to the Employer.

(d) For purposes of computing overtime, the workweeks for employees who work 12-hour shifts will begin and end at the mid-point of the employee's regularly-assigned shift which commences on Saturday.

10.2. **Time Counted as Worked.** Paid unworked time shall be counted as time worked for purposes of meeting the threshold for weekly overtime compensation set forth in Section 10.1. In addition, approved individual days of unpaid leave for Union business will also be considered as time worked for overtime purposes.

10.3. **Overtime Meal Payments.** Employees who are required to work more than four hours overtime shall be entitled to meals at the Employer's expense while on overtime duty. The Employer will pay the following amounts for such meals: $9.00 for breakfast, $11.00 for lunch, and $15.00 for dinner. Payments shall be included in the employee's pay, or, if the employee chooses, shall be made in the form of a meal voucher when available.

10.4. **Distribution of Overtime.** Overtime work shall be offered as equitably as possible to employees in the appropriate job functions, utilizing a rotating overtime list whenever practicable, unless the employee has indicated that he or she is not interested in voluntary overtime. If an overtime opportunity arises at the EMS or Communications Division during a current shift or less than two hours before the start of a shift, the Employer may notify eligible employees electronically and shall grant the overtime to the first employee who responds. No employee shall be required to work overtime if other qualified employees in the appropriate job functions are available and willing to work. It is understood that the qualifications for performing the work are to be determined solely by the Employer, and where necessary all employees may be required to work a reasonable amount of overtime. Overtime records shall be made available to the Union upon reasonable request.

10.5. **Use of Compensatory Time Off.** Employees shall be responsible for using compensatory time off with reasonable promptness, by no later than the end of the calendar year in which it is earned. However, employees shall be permitted to carry over compensatory time off for any of the following reasons:

(a) The time was earned in the month of December;

(b) The employee was prevented from using his or her comp time because of the pressure of County business or because of approved absence from duty;

(c) The employee's comp time balance is less than one full working day.

Employees who fail to use their accumulated comp time by the end of the calendar year, unless for a reason as specified above, shall have such comp time scheduled for them at the convenience of the Employer. Employees who resign in good standing with a balance of unused comp time shall be paid at their regular straight-time rate of pay for such time. Official comp time records shall be made available for inspection by employees upon reasonable request.

ARTICLE 11
TRAVEL EXPENSES

11.1. **Mileage Reimbursement.** The Employer agrees to reimburse employees who are required to use their personal vehicles for work in accordance with the standard mileage rate for business purposes as periodically determined by the Internal Revenue Service. Expenses incurred for tolls and parking fees shall likewise be reimbursed.

11.2. **Meal Expenses.** In the event any employee is required to travel outside Gloucester County in the course of employment, he/she will be reimbursed for necessary meal expenses at a maximum rate of $12.50 for breakfast, $17.50 for lunch, and 27.50 for dinner. Nothing herein shall preclude management from allowing a higher rate or including an in-county meal allowance at its sole discretion because of unusual circumstances.

11.3. **Claims for Travel Expenses.** Claims for reimbursement of travel expenses which total $25 or more over the course of a month will be submitted for payment no later than the end of the following month. All travel expenses will be submitted before the end of the year in which they were incurred, except that expenses incurred in the month of December may be submitted by January 30 of the following year. Failure to submit a timely claim may result in denial of reimbursement.

ARTICLE 12
UNIFORM ALLOWANCES AND TOOLS

12.1. **Clothing Payments and Uniforms.** Clothing payments, as well as uniforms and specialized items of clothing, will be provided to employees as specified in Appendix III. Payments will be made prior to the second payday of the month shown. Employees will be responsible for the purchase and maintenance of their own work clothes, except where uniforms or laundry service are to be provided by the employer. In the case of Emergency Medical Technicians, clothing lost or destroyed in the line of duty shall be replaced or repaired at the Employer's expense. A report of such damage or loss shall be submitted within 48 hours of the occurrence. Approved vendors will be used for the purchase of PST and EMT uniforms.

(a) In January of each year, EMT's and PST's shall receive vouchers for use with County designated vendors in the amount of $600 for full-time employees and $400 for part-time employees. The vouchers shall be used as an allowance to purchase clothing and any other items necessary for the performance of EMT and PST job duties, including uniform jackets, uniform shirts, uniform pants, boots, hats, stethoscopes, trauma sheers, and work belts, as specified by the County.

12.2. **Clothing Specifications.** Blue-collar employees in the Highway Division, Engineering Division, and Buildings & Grounds Department, together with blue-collar employees at the Pitman Golf Course other than Mechanics and Golf Rangers, may be required to wear work shirts in a solid blue color (or white in the case of supervisors).

12.3. **Safety Shoes.** Where specified in Appendix III, employees will be entitled to reimbursement on an annual basis for the purchase of safety shoes to be used on the job, provided the shoes conform to applicable OSHA standards. Employees shall be required to present proof of purchase in order to receive reimbursement. The amount of reimbursement shall not exceed $150 per employee annually, retroactive to January 1, 2015, except where the nature of the work requires specialized footwear (such as electrically insulated work shoes).

12.4. **Tools.** Except for craft personnel who are required to furnish basic tools, the Employer will supply any tools required to be used on the job. Employees shall be responsible for maintenance and retention of issued tools.

12.5. **Reimbursement for Tools.** For all craft employees who are required to furnish their own tools on the job, the County will replace or pay the actual value of any tools which may be broken, stolen, or destroyed as a result of use on the job, up to a maximum of $1,500 ($35,000 for automobile or golf course mechanics). The County will not be responsible for replacing tools which are mislaid by employees. Employees may be required to furnish an inventory of all personally owned tools which are kept on County premises, to be verified by the appropriate supervisor or department head.

ARTICLE 13
EDUCATION AND TRAINING

13.1. **Tuition and Fees.** The Employer will reimburse employees for tuition and regular registration fees upon satisfactory completion of courses or seminars leading to advancement or improvement of skills in the employee's field or to maintain required licensure or certification, as determined by the Employer. The maximum reimbursement for each employee shall be $1,500 per year, retroactive to January 1, 2015. Eligibility will be limited to employees who are regularly scheduled to work an average of at least 30 hours per week.

13.2. **Submission of Requests.** Requests for educational assistance shall be submitted to the Employer at least one month prior to enrollment whenever possible. The Employer will make every effort to respond within one month of the request, but in no event will be liable for any expenses incurred by an employee that have not been approved.

13.3. **Payment for Additional Certifications.** Whenever an employee obtains any certification or license at the request of the Employer, over and above the minimum legal requirements of the job, the Employer shall pay the applicable fee for such certification or license, including renewal fees.

13.4. **Time Off for Supervisors.** Employees in the Supervisory Unit will be permitted to take five days off per year, without loss of pay, to participate in courses or seminars as described in Section 13.1 during the work day.

13.5. **Training Costs.** All necessary costs incurred for purposes of training required by the Employer will be paid by the Employer.

13.6 **Paid Training for EMT's.** Full-time EMT's will receive 8 hours of paid time at straight time rates to be used for the satisfactory completion of courses, seminars, or continuing education in the employee's field or to maintain required licensure or certification, subject to approval by the Employer, which approval shall not be unreasonably denied. Paid training shall be scheduled during non-work time.

13.7 **NJ EMS Task Force.** On a rotating basis, by seniority, five (5) emergency response employees, who are members of the NJ EMS Task Force, shall be compensated in the form of pay or paid time off, at management's discretion, for attendance at the Annual Team Meeting. Employees who are members of the Task Force will receive mileage reimbursement for attendance at the Annual Team meeting. This provision is contingent upon the County's continued participation in the NJ EMS Task Force, which is subject to the County's sole discretion.

ARTICLE 14
HEALTH BENEFITS

14.1. **Medical, Prescription, and Vision Care Benefits.** The Employer will provide medical, prescription drug, and vision care benefits as follows to each eligible employee and his or her dependents:

(a) Medical coverage will be in accordance with the plans offered by the State Health Benefits Program as of the signing of this Agreement, except that the high-deductible plans shall not be available options. Co-pays, coinsurance, coverage limits, and exclusions shall not be materially changed. Covered employees who were enrolled in the QPOS5 plan prior to May 1, 2012 shall be entitled to a $5 reimbursement for each co-pay charged by a health care provider between May 1, 2012 and December 31, 2014 inclusive, upon submission of verification to the Employer.

(b) Prescription drug coverage will be in accordance with the Employee Prescription Drug Plan offered by the State Health Benefits Program as of the signing of this Agreement. Co-pays, coinsurance, coverage limits, and exclusions shall not be materially changed.

(c) Vision care will continue to be provided as a separate policy. Allowances for the following items shall be as indicated: examination, $30; frames, $20; single vision lenses, $30; bifocal lenses, $40; trifocal lenses, $50; lenticular lenses, $100; contact lenses, $200.

(d) For purposes of this section, eligible employees are understood to be all employees who are regularly assigned to a full-time workweek as defined by Section 5.1. In addition, the following employees who are otherwise considered part-time will be eligible:

(1) Employees who are guaranteed at least a 30-hour workweek;

(2) Employees who have actually worked at least 780 hours either from January 1 through June 30 or July 1 through December 31 of any calendar year. The County shall provide part-time employees with written confirmation of the total number of hours (including time that would have been worked but was charged to paid leave instead) the employee has worked during the six-month period upon the employee's written request.

(3) Employees hired prior to September 1, 2007 who are regularly scheduled to work an average of at least 20 hours per week.

14.2. **Premium-Sharing.** Employees will contribute toward the cost of health benefit coverage as required by law. Contributions will be made by payroll deduction on a pre-tax basis pursuant to a plan adopted under Section 125 of the Internal Revenue Code.

14.3. **Temporary Disability Benefits.** The Employer agrees to provide disability coverage to all eligible employees under the State Temporary Disability Benefits Law. Coverage will be financed by employer-employee contributions as required by law.

14.4. **Dental Insurance.** The Employer shall continue to provide dental insurance for employees in accordance with the current indemnity plan. The same coverage shall be offered for dependants of employees. There shall be no deductible for any of the services provided under the plan. As an alternative to the indemnity plan, the Employer shall offer coverage through a dental plan organization, in accordance with the existing terms. Employees who elect to enroll in the dental plan organization may also enroll their dependents.

(a) Employees who do not have medical and prescription coverage pursuant to Section 14.1 above but receive dental coverage under this section for one or more dependents will make contributions toward the cost of coverage through payroll deductions on a pre-tax basis, as authorized by Section 125 of the Internal Revenue Code. The contributions will be $20 per month for two-party coverage and $30 per month for three-party coverage.

(b) Open enrollment periods for the dental plans will begin October 1 of each year, for the plan year beginning January 1.

14.5. **Continuation of Coverage.** Employees who terminate their employment or begin unpaid leaves of absence after the fifth day of the month shall have their health benefits continued by the Employer for one calendar month following the month in which the leave begins. Employees on approved leaves of absence may continue coverage thereafter at their own expense by paying the applicable premium charges to the employer four (4) weeks in advance of the coverage month.

14.6. **Post-Retirement Coverage.** Insurance coverage will be provided to retirees as follows:

(a) The Employer shall continue medical coverage for employees who retire on pension with at least twenty-five (25) years of credited service in the Public Employees' Retirement System, together with their dependents (including survivors). In addition, such coverage shall be continued for all employees who retire through PERS on a disability pension, together with their dependents or survivors.

(b) The Employer will provide for continuation of prescription benefits to all employees who retire with at least twenty-five (25) years of credited service in the Public Employees' Retirement System, including at least seven years of service with the County. Such coverage shall be limited to employee and spouse (or surviving spouse) only.

(c) It is understood that the benefits provided to retired employees pursuant to subsections (a) and (b) above will be substantially the same as, or equivalent to, the benefits they would receive if still actively employed. Retirees will not be required to pay contributions toward the cost of their post-retirement coverage except as may be required by law.

(d) Insofar as permitted by law, employees may also continue any group health benefits that are not paid for by the Employer after retirement pursuant to subsections (a) or (b) above by paying the premium costs for such coverage themselves.

14.7. **Change of Insurance Carrier.** The Employer reserves the right to change insurance carriers or plans so long as the benefits to be provided are substantially equivalent to those of the existing plan(s).

14.8. **Waiver of Benefits.** Employees will be permitted to waive employer-provided coverage only upon furnishing proof of other coverage through a spouse's employer or other source. Waivers of coverage shall remain in effect unless the employee elects to re-enroll at the beginning of a subsequent plan year or unless the employee loses his or her alternative coverage (as, for example, by termination of a spouse's employment). An employee who re-enrolls because of a loss of alternative coverage shall resume coverage under the Employer's plan as soon as possible.

14.9. **Flexible Spending Accounts.** The Employer will offer a plan by which employees may set aside a portion of their salaries in the form of flexible spending accounts, pursuant to Section 125 of the Internal Revenue Code, for payment of unreimbursed medical or dependent care expenses. The terms of the plan will be subject to the approval of both the Union and the Employer.

ARTICLE 15
CREDIT UNION CHECKOFF

15.1. **Credit Union.** The Employer agrees to make payroll deductions for any employee, upon written request, to be paid to an appropriate credit union as authorized by *N.J.S.A.* 40A:9-17.

ARTICLE 16
VACATION

16.1. **Vacation Accrual.** All full-time employees shall be credited with vacation leave based on years of continuous service to the Employer as follows:

(a) During the first calendar month of employment, employees who are hired prior to the 16th day of the month will earn one (1) working day of vacation; all others hired prior to the 24th day of the month will earn one-half (½) working day of vacation. During the remainder of the first calendar year, each employee will earn one (1) additional working day of vacation for each additional full month of employment.

(b) Beginning with the second calendar year of employment, employees will be entitled to twelve (12) working days of vacation.

(c) Beginning with the year in which their 5th anniversary falls, employees will be entitled to fifteen (15) working days of vacation.

(d) Beginning with the year in which their 12th anniversary falls, employees will be entitled to twenty (20) working days of vacation.

(e) Beginning with the year in which their 20th anniversary falls, employees will be entitled to twenty-five (25) working days of vacation.

Annual allowances will be credited in hours (or fractions thereof) pursuant to Appendix IV.

16.2. **Incremental Use and Pro-ration of Vacation Leave.** Vacation leave may be used in whole days or in increments of one-half hour. Annual allowances will be pro-rated for part-time employees, and adjustments will be made on a pro-rata basis for employees who do not remain in pay status for the full year.

16.3. **Vacation Carryover.** Employees shall be permitted to carry over eight vacation days or fewer from one calendar year to the next, at their option. Additional days may be carried over only if such additional leave was not taken by reason of the pressure of County business. All vacation leave carried over must be used in the succeeding calendar year.

(a) The established procedure for employees in the Emergency Medical Technicians and Public Safety Telecommunicators title series that work part-time, per diem is:
(1) Vacation leave time cannot be approved nor paid out in an amount greater than the employee's weekly average (see Appendix IV).
(2) The employee should not put him/herself on the schedule for the time for which vacation leave pay is being sought.
(3) At the latest, should start scheduling vacation leave once one week plus eight days of leave has been accrued.
(4) Vacation leave is denied if the conditions set forth in a1 and a2 are not met.

16.4. **Payment upon Termination of Employment.** Upon the death of an employee, any earned vacation leave not used shall be calculated and paid to the estate. An employee retiring, or otherwise separating, shall be entitled to a pro-rated allowance for the current year in which the separation or retirement becomes effective. Any vacation leave which may have been carried over from the previous year will be included.

16.5. **Scheduling of Vacation.** Vacation scheduling shall be subject to the following provisions:

(a) The Employer shall provide a window period from January 1 through February 15, during which employees may (but shall not be required to) submit requests for vacation leave during the balance of the year March 1 onward. If, at

the end of the window period, there is a conflict regarding the choice of available vacation days, employees who have submitted their requests during the window period shall be given preference according to seniority; provided, however, that in case of a tie in seniority, preference will be given to those requests which are submitted first.

(b) In case of vacation requests made outside the window period, preference will be given to those requests which are submitted first; provided, however, that if two or more requests are submitted simultaneously, seniority shall prevail. The same preference will apply to vacation periods which begin in the months of January or February.

(c) If two or more requests are submitted simultaneously and there is a tie in seniority, preference will be determined according to employee ID number.

(d) If an employee believes he or she has been unfairly disadvantaged by exercise of the foregoing preferences, the matter will be referred for final resolution by a joint union-management committee established by the parties.

(e) It is understood in all cases that the scheduling of vacations must be approved by management and that approval shall be subject to legitimate operational needs. Management shall insure that vacation requests are acted upon promptly.

(f) Approvals of vacation requests submitted during the vacation request window, as specified in the current collective bargaining agreement as of January 1 through February 15 (of the current calendar year) will be issued prior to March 15 of the current calendar year.

(g) Vacation requests scheduled for time during the period of January 1 through February 15 will be considered by seniority on a first come, first served basis.

(h) No vacation leave is permitted on premium holidays.

ARTICLE 17
HOLIDAYS

17.1. **Specified Holidays.** There shall be a minimum of fourteen (14) holidays per year in accordance with the schedule below:

New Year's Day	Independence Day	Thanksgiving Day
King's Birthday	Labor Day	Day after Thanksgiving
Washington's Birthday	Columbus Day	Christmas Day
Good Friday	Election Day	Personal Holiday
Memorial Day	Veteran's Day	

Employees shall be permitted to take their Personal Holiday in the same manner as administrative leave. Additional holidays shall be granted as legally mandated or by determination of the Employer. Holidays that fall on Saturday shall be observed on Friday, and holidays that fall on Sunday shall be observed on Monday. For purposes of determining which shifts fall on a holiday, it is understood that holidays include the night shift on the day of the holiday but do not include the night shift which begins on the eve of the holiday.

17.2. **Holiday Pay Status.** To be eligible for holiday pay, an employee must be on active pay status and must have received payment for his last scheduled day before and first scheduled day after the holiday, or the employee must be on an unpaid Union leave.

17.3. **Holiday Compensation.** When a holiday falls on an employee's regularly scheduled work day, the employee will receive his or her normal day's pay for the holiday. If the holiday falls on a day which is not part of the employee's regular work schedule, the employee will receive a substitute day off which he or she may use within 60 calendar days, subject to normal scheduling approval by the Employer.

(a) In lieu of a substitute day off, cooks and nurses in the County Jail and investigators in the County Medical Examiner's Office will receive the equivalent of one day's pay for any holiday falling on the employee's regular day off.

Employees in the Public Safety Telecommunicator and Emergency Medical Technician series may opt to receive payment in lieu of a substitute day off at any time prior to actually utilizing the day off.

(b) Notwithstanding the 60-day limit above, employees of the Pitman Golf Course shall be permitted to use substitute holidays any time in the same calendar year.

17.4. **Compensation for Holiday Work.** Work performed on any of the holidays designated in Section 17.1 shall be compensated as follows, which shall be in addition to the holiday compensation required by Section 17.3:

(a) Employees who work on a premium holiday (New Year's Day, Independence Day, Thanksgiving, and Christmas Day) will be paid for the hours worked at the rate of time-and-a-half. For purposes of this subsection, premium holidays will be deemed to fall on the days normally celebrated, regardless of whether these days are Saturdays or Sundays.

(b) Work performed on all other (non-premium) holidays shall be compensated at straight-time in the form of compensatory time off; provided, however, that cooks and nurses in the County Jail, Emergency Medical Technicians, and employees at the County Store will be compensated in the form of pay.

17.5 Premium Holiday for Rotation for PST and EMT series. For the four (4) premium holidays, employees in the PST and EMT series / whose regular rotation falls on the premium holiday may opt to work said holiday and all other remaining vacancies shall be filled on a reverse seniority basis based on the following rotating schedule (1, 2, 3, or 4 – see below) for the purpose of working a full 12-hour shift for one premium holiday per year. Said schedule is established in which each year is a different premium holiday for each rotation and the rotation starts anew in year five. Roster assignment is made upon employment, except for those employed at the signing of this contract in which case assignment will be made and implemented within 90 days, and is fixed for the term of employment subject only to attrition requirements or redistribution. There will be a periodic review by management to maintain an approximate balance of 25% of workforce for each Holiday rotation.

1. Y1: New Year's Day, Y2: Independence Day, Y3: Thanksgiving, Y4: Christmas
2. Y1: Independence Day, Y2: Thanksgiving, Y3: Christmas, Y4: New Year's Day
3. Y1: Thanksgiving, Y2: Christmas, Y3: New Year's Day, Y4: Independence Day
4. Y1: Christmas, Y2: New Year's Day, Y3: Independence Day, Y4: Thanksgiving

ARTICLE 18
SICK LEAVE

18.1. **Sick Leave Accrual.** All full-time employees shall be entitled to paid sick leave as follows, to be credited in hours (or fractions thereof) in accordance with Appendix IV:

(a) During the first calendar month of employment, employees who are hired prior to the 16th day of the month will earn one (1) sick day; all others hired prior to the 24th day of the month will earn one-half (½) sick day.

(b) During the remainder of the first calendar year, each employee will earn one (1) sick day for each additional month of employment.

(c) Thereafter, each employee will be credited with 15 sick days at the beginning of each calendar year in anticipation of continued employment, to be earned at the rate of one and one-quarter (1¼) days per month. Unused sick leave shall accumulate to the employee's credit from year to year. If an employee resigns or otherwise separates from employment, he or she will be liable for any paid sick leave which has been used in excess of the pro-rata entitlement for the year.

Sick leave for part-time employees shall be pro-rated.

18.2. **Use of Sick Leave.** Sick leave may be used in whole days or in increments of one-half hour, at the employee's regular rate of pay, in case of personal illness, accident, exposure to contagious disease, or on a short-term basis to care for a member of the employee's immediate family who is seriously ill. "Immediate family" shall consist of

father, mother, step-father, step-mother, father-in-law, mother-in-law, grandmother, grandfather, grandchild, spouse, child, foster child, step-child, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, legal ward or legal guardian, and any relative or domestic partner of the employee residing in the employee's household.

(a) An employee taking leave to care for a family member may choose whether to use paid sick leave as authorized above or to use unpaid leave as authorized by Article 20 of this Agreement, or to use a combination of such leaves.

18.3. Reporting of Absence on Sick Leave.

(a) The employee shall notify his/her Department of a request for sick leave by following the Department's established procedure. Each Department shall supply their staff with the written procedure. The Department shall supply employees with a call-out number. Call-outs or other same day requests for time will not be accepted at any other department numbers. In those cases where departmental procedures include leaving a message for the supervisor, the employee will provide a call-back number. Furthermore, the County recognizes that only the employee may request the use of leave. Having another individual call out on behalf of the employee, unless in the case of extreme emergency, is not recognized as a legitimate request for sick leave and as such will be denied.

(b) Failure by the employee without sufficient cause to give the required notice may result in denial of sick leave for absence and constitute cause for disciplinary action.

(c) Absence without notice for five (5) consecutive days shall constitute a resignation.

18.4. Medical Verification. Should medical evidence be required under the circumstances to verify illness for purposes of granting sick leave, the employee shall be given timely notice on a case-by-case basis. If medical evidence is required, the employee must provide such evidence within 3 business days. Such evidence must be provided by a medical authority and specifically cover the time and date in question. Although failure to produce medical verification shall not be considered a disciplinary offense *per se*, it is understood that such failure may result in denial of sick leave. Abuse of sick leave shall be cause for disciplinary action.

18.5. Substitution of Sick Leave. In the event an employee requires sick or bereavement leave while on an approved vacation or administrative leave, the employee shall be permitted to substitute such leave accordingly with appropriate verification.

18.6. Sick Leave Donation. Any employee who has suffered from a catastrophic illness or injury may receive sick leave voluntarily donated by fellow employees, subject to the following conditions:

(a) A catastrophic illness or injury shall be understood as a condition which requires a period of treatment or recuperation, as a result of which the employee has been unable to work for at least two months or is expected to be out of work for at least two months based on medical prognosis.

(b) An employee will be eligible to receive up to 90 days of donated sick leave, provided he or she has exhausted all accrued sick, vacation, and administrative leave.

(c) An employee may donate up to 5 sick days to another employee provided he or she retains a balance of at least 40 sick days. An employee may donate up to 10 days provided he or she retains a balance of 80 days, or up to 15 days with a balance of 120 days.

(d) Any donated sick days that remain unused by the recipient upon his or her return to work will be restored to the donor employees on a pro-rated basis.

(e) No employee shall be subject to coercion of any kind in connection with the donation of sick leave. Donations will be strictly confidential.

ARTICLE 19
MISCELLANEOUS PAID LEAVE

19.1. **Administrative Leave.** Employees shall be allowed two (2) days off with pay annually for personal business, except that employees hired on or after July 1 shall be entitled to only one (1) administrative leave day in the first year of service. In addition, part-time employees who ordinarily work fewer than five days per week shall be entitled to only one administrative leave day per year. Except in cases of emergency, requests for administrative leave shall be submitted at least two (2) working days in advance to the appropriate department head. It is understood that in order to maintain sufficient service levels, management reserves the right to deny a request for administrative leave if services would be interrupted, hindered, or obstructed.

(a) No administrative leave time is permitted on premium holidays.

19.2. **Emergency Excusals.** In case of adverse weather or other emergency, the Employer may, at its discretion, excuse the employees from work without loss of pay.

(a) Employees who are required to work on such days while the rest of the work force is excused shall receive straight-time compensatory time off or cash at the option of the Employer for the time worked. Employees who are on leave or scheduled off in such cases shall not be entitled to any additional compensation as a result of emergency excusals.

(b) Employees who are not excused from work but are nonetheless prevented from getting to the job because of emergency conditions shall be permitted to use administrative leave, vacation, or compensatory time off, unless the Employer offers transportation to and from the job.

19.3. **Jury Duty.** Employees who are summoned for jury duty shall be excused from work without loss of pay for such time as may be needed. In the case of shift workers, paid time off shall be granted for the shift immediately preceding or immediately following the affected day shift. If an employee is dismissed from jury duty before the end of his or her shift, the employee shall be expected to return to work, unless expressly excused by the appropriate supervisor or department head. An employee who is excused from work shall be required to turn over to the Employer any per diem fee received for jury duty.

19.4. **Disability Leave.**

(a) In case of disability due to illness or injury as a result of, or arising from, an employee's job, the Employer shall provide paid disability leave as follows:

(1) Two (2) weeks at 100% of base pay;

(2) Twenty-four (24) weeks at 85% of base pay.

Employees shall not be required to use their regular sick leave in such cases, provided the insurance carrier has determined that the disability is job-related. In the event the employee receives periodic Workers' Compensation benefits, disability leave payments will be offset or reduced correspondingly to prevent duplication. After twenty-six (26) weeks of paid disability leave, employees who are so entitled will receive state-mandated Workers' Compensation benefits only.

(b) While on paid disability leave, the employee will accrue vacation and sick leave and will be covered by the health insurance provisions of this Agreement. In no event, however, shall the employee be entitled in any calendar year to more than fifty-two (52) weeks of paid leave inclusive of sick and vacation time. The employee will accrue clothing allowance on a pro-rated basis for the time actually worked during the year.

(c) Employees will be permitted time off without loss of pay for doctor's visits or therapy during the workday in connection with any compensable illness or injury.

19.5. **Bereavement Leave.**

(a) Employees covered under this Agreement shall suffer no loss of regular straight-time pay for absence due to death in the immediate family, up to a maximum of four (4) days annually.

(b) For purposes of this section, "immediate family" shall include the following relatives of the employee or the employee's spouse or domestic partner: father, mother, step-father, step-mother, grandmother, grandfather, grandchild, spouse, child, foster child, step-child, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, son-in-law,

daughter-in-law, niece, nephew, first cousin, aunt, and uncle. In addition, "immediate family" shall include any relative or domestic partner of the employee residing in the employee's household.

(c) Sick leave may be utilized for bereavement in excess of the bereavement leave provided for in this section.

(d) Reasonable documentation of a death in the employee's immediate family should be produced by the employee if requested by the Employer. Although failure to produce documentation shall not be considered a disciplinary offense *per se*, it is understood that such failure may result in denial of bereavement leave.

ARTICLE 20
UNPAID LEAVES OF ABSENCE

20.1. **Requests for Leave.** Upon request, an employee may be granted a leave of absence without pay for up to six months where necessary for medical reasons, maternity or paternity, or for other reasons satisfactory to the Employer. Such leave may be extended for an additional six months where circumstances warrant. Requests for leave shall not be unreasonably denied. Upon returning from an approved leave, an employee shall be restored to his or her previous position or to an equivalent position.

(a) An employee requesting medical leave will be required to provide a medical certification to Human Resources explaining why leave is needed.

(b) Requests for leave shall be made at least two weeks in advance whenever possible. If two weeks' notice is not possible, the employee shall give notice as soon as practicable. Except in cases of emergency, requests shall be in writing. The Employer shall respond promptly in writing as well.

(c) When requesting leave, an employee shall specify the starting date and the anticipated date of return in so far as possible. If there is to be a change in the return date, the employee will be responsible for notifying the Employer with reasonable promptness, but in no event less than two working days prior to the new return date, unless notice is waived by the Employer.

(d) Before returning to work, employees who are on leave because of their own illness or injury may be required to submit a certification from their health care provider verifying that they are able to resume working. Notice of this requirement will be given to each affected employee sufficiently in advance of the anticipated return date. Any medical inquiries made in connection with a return from leave shall be limited to the condition which occasioned the employee's leave, unless the Employer has an independent basis to believe the employee is unable to perform his or her essential functions.

20.2. **Pregnancy Leave.** Disability due to pregnancy shall be considered as any other disability in accordance with Federal law.

20.3. **Family and Medical Leave.** All applicable requirements of the state Family Leave Act and the federal Family and Medical Leave Act shall be followed with respect to employees who request leave for the following purposes:

(a) childbirth;

(b) care of a newborn child, a newly adopted child, or a newly placed foster child;

(c) care of a parent, child or spouse with a serious health condition; or

(d) a serious health condition on the part of the employee.

In accordance with the FMLA, employees with at least one year of service who have worked for the Employer at least 1,250 hours in the preceding 12 months (1,000 hours under the FLA) are entitled to 12 weeks of qualifying leave during a 12-month period (24-month period under the FLA). An employee's 12-month leave period shall be measured beginning with his or her first day of FMLA leave. Paid leave time will count as time worked for purposes of meeting the hours-of-work threshold. However, paid vacation, administrative, or compensatory time off shall not be counted against an employee's 12-week FMLA or FLA entitlement, regardless of whether such leave is used for an otherwise qualifying reason.

20.4. **Continuation of Health Benefits.** Any employee taking an unpaid leave of absence shall be permitted to continue his/her health benefit coverage after employer-paid coverage ends by paying the monthly premiums prior to the coverage month. In addition, an eligible employee who takes leave qualifying under the state Family Leave Act or the federal Family and Medical Act shall have coverage continued by the Employer during such leave.

ARTICLE 21
UNION LEAVE

21.1. **Leave for Union Activities.** The Employer agrees to allow a total of 200 days aggregate unpaid leave annually for all employees of the County Freeholder Board and Row Officers who are represented by the Union to participate in Union activities. Such days may be utilized in one-half day increments. If, however, the Local President is a member of the bargaining unit(s) covered by this Agreement, the Employer agrees to allow 100 unpaid days, to be used either for training activities or by the Local President at his or her discretion. Requests for Union leave shall be applied for by the Local President. All requests for Union leave must be submitted at least two (2) working days in advance to the County Administrator with a copy to the Department Head. Waiver of the notice requirement may be granted.

21.2. **Leave for Union Office.** On request, the Employer shall allow six months unpaid leave for the Local President and one other employee to work in an elective or appointed Union position, provided the request is made at least twenty-one (21) days in advance and provided that approval for employees in the County Clerk's Office will be subject to operational requirements. Such leaves shall be renewable for an additional six months, with the same notice requirement. Upon the expiration of such leave, full benefits shall be restored to the affected employees.

21.3. **Release Time for Meetings with Management.** No Union representative shall suffer a loss in pay while attending any jointly agreed Union-Employer meeting, or for reasonable travel time to and from such meetings. It is understood that such joint meeting and travel time is considered work time. This section is not intended to include time other than the regularly scheduled base work day.

ARTICLE 22
GRIEVANCE PROCEDURE

22.1. **Purpose.** The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment, consistent with applicable laws, regulations, contractual obligations, operational requirements, and standards of fairness. Nothing herein shall be construed as preventing an employee with a grievance from discussing the matter informally with any appropriate supervisor.

22.2. **Definition.** The term "grievance" as used herein shall mean an appeal of the interpretation, application, or violation of applicable written policies, written agreements, or administrative decisions affecting the terms and conditions of employment.

22.3. General Provisions.

(a) *Election of remedies.* In the event a dispute is appealed to the State Merit System Board, Division on Civil Rights, court, or other forum provided by law, the appellant (*i.e.*, employee and/or Union) shall not be entitled to pursue the matter to arbitration by means of the grievance procedure set forth herein.

(b) Formal grievances shall be presented through the Union, and an aggrieved employee shall be represented at all stages of the grievance procedure by a steward or other designated Union representative. Notwithstanding this provision, if the Union declines to present a grievance on behalf of an employee, the employee may present the grievance himself or herself at the lowest applicable level of the grievance procedure.

(c) A grievance must be filed within 21 calendar days after the occurrence giving rise to the grievance. Failure to file or advance a grievance within the prescribed time limits shall constitute forfeiture. However, time limits for filing or responding to grievances at any step may be extended by consent of the parties.

(d) Union representatives shall be afforded reasonable opportunity to investigate and process grievances during working hours without loss of regular straight-time pay, provided that permission is obtained in advance from the

appropriate department head or his/her designee if this should require the union representative to be absent from the job or to be otherwise relieved of his or her regular responsibilities for a temporary period. Failure of a Union representative to seek advance permission to be absent from duties to investigate and process such matters is subject to disciplinary action.

(e) Grievances shall be initiated at the lowest step of the grievance procedure in which the management representative has authority to adjust the matter. Steps may also be waived in appropriate circumstances by agreement of the parties.

(f) Grievances processed through the steps of the grievance procedure as provided herein shall be in writing and signed by the grievant or Union representative. Responses shall also be in writing.

(g) All parties shall provide discovery upon request, with reasonable promptness.

22.4. Steps.

Step 1. The grievance shall be taken to the appropriate department head or designee, who shall make an effort to resolve the problem and respond within seven (7) calendar days.

Step 2. If not resolved at the previous level, the grievance may be submitted within fourteen (14) calendar days after receipt of management's response to the County Administrator, who shall render a decision in writing within fourteen (14) calendar days thereafter. A copy of the Step 1 filing, together with a copy of the Step 1 response, if any, shall be furnished to the Administrator at his or her request. If requested by the Union, an informal conference will be provided prior to the decision of the Administrator or his designee, except that the Director may notify the parties to make written submissions in lieu of a conference if there is no material dispute over the facts.

Step 3. If the Union is not satisfied with the decision of the County Administrator, the matter may be appealed to the Board of Freeholders within fourteen (14) calendar days after receipt by filing the grievance with the Freeholder Director. The Freeholder Director or his/her designee shall consider the matter and render a written decision on behalf of the Board within twenty-one (21) calendar days. If a hearing is requested at this Step, the Freeholder Director may designate himself or the County Administrator, County Counsel, or other designee to conduct the hearing, which shall be held prior to the Freeholder Director's or his/her designee's decision. If the Union objects to the Director's or his/her designee's decision, it may request the full Board to review the decision by filing notice to the Clerk of the Board within fourteen (14) calendar days after receipt. The Board may then consider the matter as a body, but shall not be required to do so unless so moved by one or more members of the Board. If no action is taken by the Board to reject or modify the Director's or his/her's designee decision within twenty-one (21) calendar days, the decision shall stand.

Step 4. If the Union is not satisfied with the response to the grievance at the preceding step, either by the Freeholder Director or by the full Board, demand for arbitration may be made by the Union to the Public Employment Relations Commission within thirty (30) calendar days thereafter. Unless agreed otherwise by the parties, the arbitrator shall be selected pursuant to the procedures of the Public Employment Relations Commission.

(a) Arbitration shall be limited to grievances based upon the interpretation, application, or violation of an express provision of this Agreement. A disciplinary grievance shall not be submitted for arbitration where a statutory right of appeal to the New Jersey Civil Service Commission is available.

(b) The arbitrator shall not add to, subtract from, or modify the terms of this Agreement.

(c) No more than one grievance or issue may be submitted to a single arbitrator unless otherwise agreed to in writing by the parties.

(d) It is understood that arbitration is limited to the four corners of the Agreement and the arbitrator is not to consider any past practice precedent.

(e) The arbitrator shall issue an award in writing to the parties, which shall be final and binding.

(f) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the County and the Union. Any other expenses shall be paid by the party incurring them.

22.5. **Row Offices.** Employees of the County Clerk, Surrogate, and Sheriff shall follow the grievance procedure set forth above, with the following exceptions:

(a) Grievances at step 1 shall be presented to the Deputy County Clerk, Undersheriff, or Deputy Surrogate (or their designees) as appropriate.

(b) Grievances at step 2 shall be presented to the County Clerk, Surrogate, or Sheriff (or their designees) as appropriate.

(c) Step 3 shall not apply except where the County Clerk, Surrogate, or Sheriff expressly defers to the Board of Freeholders with respect to the grievance.

ARTICLE 23
DISCIPLINARY ACTIONS

23.1. **Just Cause.** All disciplinary actions shall be for just cause. Penalties for misconduct may consist of written reprimands, suspensions, fines, demotions, or discharge It is understood that demotions or discharges resulting from layoffs or Department of Personnel bumping procedures are not to be considered disciplinary actions. Except in extreme cases of misconduct, discipline shall be intended as corrective and shall be progressive in nature.

23.2. **Disciplinary Charges.** Employees are obligated to comply conscientiously with all rules and regulations of the Employer, provided such rules do not conflict with the express provisions of this Agreement and are not otherwise unlawful or improper. Employees may be disciplined for incompetence, inefficiency, or failure to perform assigned duties; insubordination; inability to perform assigned duties; chronic or excessive absenteeism or lateness; conviction of a crime; conduct unbecoming a public employee; neglect of duty; misuse of public property; discrimination in regard to equal employment opportunity, including sexual harassment; and other sufficient cause.

(a) An employee who refuses to properly use provided safety equipment will be subject to progressive discipline, mandatory training or retraining and may face the penalty of termination if employee continues to refuse to comply with safety practices. This section is not to diminish the Employer's ability to immediately suspend an employee and prior to a hearing where it is determined that the employee is unfit for duty or is a hazard to any person if permitted to remain on the job, or that an immediate suspension is necessary to maintain safety, health, order or effective direction of public services (4A:2-2.5(a)1).

(b) An employee who fails to report the loss or suspension of driving privilege may face the penalty of termination, only if a CDL and/or driver's license is required to perform job.

23.3. **Union Representation at Hearings.** An employee is entitled to have Union-appointed representation at any disciplinary hearing. Employees who are required as witnesses at such hearings, as well as the union representative, shall suffer no loss of regular straight-time pay, provided every effort is made to keep the loss of working time to a minimum.

23.4. **Weingarten Rights.** An employee who reasonably believes that he or she may be subject to disciplinary action in connection with any questioning by the Employer, shall be entitled to have a Union representative present during such questioning. This shall not apply to interviews which are intended only to provide counseling, information, or instruction.

23.5. **Time Limit for Requesting Departmental Hearings.** Any employee who receives a preliminary notice of major disciplinary action pursuant to Department of Personnel rules shall be allowed ten days in which to request a departmental hearing.

23.6. **Limitations on Drug and Alcohol Testing.** Employees shall be subject to drug or alcohol testing only as required by law and in accordance with procedures prescribed by state or federal agencies except for those employees working in the title series of Emergency Medical Technician or Public Safety Telecommunicator series which are safety

sensitive positions who will be subject to mandatory random drug and alcohol testing, under the same protocol that is currently used for employees with CDLs. Testing of all EMTs and PSTs, including part-time EMTs and PSTs, will be on work time. Whenever an employee is suspended, required to take a leave of absence, or otherwise relieved of regular duties because of a violation of alcohol or drug rules, the Employer shall insure that the employee is referred within five days to an appropriate substance abuse professional for evaluation.

ARTICLE 24
PERSONNEL RECORDS

24.1. **Personnel Records and Notices.** Upon reasonable prior request, the official personnel records of any employee shall be open to the inspection of the employee. Copies of the contents shall be available upon request; any reproduction costs shall be paid by the employee. Any employee who is appointed to a new title or receives a promotion will be given written notice of such new title or promotion, with the effective date thereof.

24.2. **Disciplinary Records.** An employee will be given a copy of any disciplinary document which is placed in the employee's official personnel file.

24.3. **Furnishing of Personnel Information to the Union.** The Employer will furnish to the Union on a monthly basis a listing of all new hires, terminations, title changes, out-of-title assignments, and transfers from one department to another within the bargaining unit(s). Upon reasonable prior request, the Employer will also furnish to the Union a list of home addresses for employees represented by the Union.

ARTICLE 25
SENIORITY AND BREAKS IN SERVICE

25.1. **Resignations.** Employees who resign will give two weeks' notice, except that the Employer may consent to shorter notice if circumstances reasonably prevent the employee from giving the required notice. An employee may be permitted to rescind his or her resignation for good cause within seventy-two (72) hours after submission.

(a) Part-time Emergency Medical Technicians and Public Safety Telecommunicators not submitting availability for three (3) consecutive schedule periods will be considered to have resigned from employment with the County of Gloucester. 25.2. **Seniority Defined.** Seniority will be defined as length of employment for the same jurisdiction, beginning with the employee's date of hire, without actual interruption due to resignation, retirement, or removal. Employees who resign in good standing and are subsequently rehired within sixty (60) days will be considered to have no interruption in continuous service.

ARTICLE 26
JOB OPENINGS

26.1. **Posting.** All job openings shall be posted on an appropriate bulletin board for a period of at least five (5) working days prior to filling such opening. However, such posting shall not be required in the case of regular appointments to be made from certifications issued by the New Jersey Department of Personnel. Employees may apply for posted positions within the five (5) working days. Nothing herein shall restrict the Employer's right to assign work on an interim basis.

26.2. **Promotional Criteria.** The Employer reserves sole determination to make promotional appointments. In all instances, the employees promoted must possess the skill, knowledge, and potential ability to learn the job within a reasonable period of time, to be determined by the Employer. When qualifications are substantially equal, the Employer will consider seniority before making the appointment.

ARTICLE 27
LAYOFFS

27.1. **Notice of Layoffs.** The Employer agrees that the Union shall be given advance written notification if lay-offs are anticipated, stating the reasons for such action. Lay-offs shall be in accordance with Department of Personnel rules and regulations, where applicable.

27.2. **Rights of Provisional and Unclassified Employees.** Provisional and unclassified employees who have been employed for more than ninety (90) days shall be entitled to twenty-one (21) days' notice in the event of layoff and shall be laid off and recalled on the basis of "last in, first out" per job title. In the event openings become available, laid-off employees will be eligible for recall in reverse order of layoff for a period of one (1) year from separation.

27.3. **Severance Payments.** Any employee who is laid off shall be entitled to a severance payment equal to three weeks of the employee's regular pay.

ARTICLE 28
HEALTH AND SAFETY

28.1. **Health and Safety Committee.** There shall be a Health and Safety Committee composed of a maximum of five (5) members selected by the Employer and five (5) selected by the Union to review occupational safety and health concerns affecting the employees and to discuss possible remedies for such problems. The committee shall meet quarterly or as may be mutually agreed. In the event the Employer schedules a meeting of the Health and Safety Committee during working hours, employee members of the Committee shall suffer no loss of regular straight-time pay.

28.2. **Legal Mandates.** Legal mandates regarding occupational and environmental health and safety incumbent upon the Employer shall continue to be observed.

28.3. **Protective Devices.** Protective devices required by the Employer or by applicable OSHA standards shall be supplied without charge to the affected employees. Failure of employees to use necessary protective devices provided by the Employer will result in the employees being subject to discipline. The Employer agrees to take reasonable precautions concerning employees who, as a result of their jobs, are at a special risk of exposure to communicable diseases.

28.4. **Information to Be Furnished.** Records of the Employer concerning chemicals used on the job by employees, and the result of any chemical test upon employees in the possession of the Employer shall be available for inspection by the Committee. In accordance with law and upon reasonable request and notice to the Employer, the Employer will furnish to the Union health and accident information which may be required by the Union in order to perform its representational duties. Where necessary, the Union will secure appropriate releases from employees involved regarding information affecting them.

28.5. **Fitness-for-Duty Procedures.**

(a) Examinations and other medical inquiries for the purpose of determining whether employees are able to perform their essential duties and do not pose a threat to health or safety on the job shall be in conformity with the Americans with Disabilities Act, the New Jersey Law Against Discrimination, the Family & Medical Leave Act, and any other applicable laws.

(b) Whenever an employee is required by the Employer to undergo a fitness-for-duty examination, the Employer will notify the employee of the reason. The examination will be conducted at the expense of the Employer, without loss of pay or benefits to the employee. All medical information concerning employees will be safeguarded to protect confidentiality.

(c) Employees in the Emergency Medical Technician title series will be required to undergo an annual physical exam. The parameters of the physical exam shall follow same parameters of the functional capacity test. Annual physical exams will begin in April 2016 with further testing to be done on a quarterly basis. If an employee is on medical leave or under the care of the County's workers' compensation doctor, the employee will not be tested until receiving full medical clearance by the employee's treating physician or by the County's workers' compensation doctor if applicable. If an employee fails a test and is placed in unpaid status, an employee shall have the option of using the employee's accrued paid leave time. If an employee fails the physical exam, an employee will have up to three months to re-take and pass the exam.

ARTICLE 29
BULLETIN BOARDS

29.1. **Furnishing of Union Bulletin Boards.** Reasonable space will be provided by the Employer for Union materials to be posted on centrally located bulletin boards at such work sites as shall be mutually agreed upon. This space shall be designated solely for Union use.

ARTICLE 30
LABOR-MANAGEMENT LIAISON

30.1. **Meetings.** Each party to this Agreement shall designate a representative to meet as necessary in order to promote harmonious labor relations by discussing and resolving problems of mutual concern. The representatives shall meet quarterly or by request of either party if circumstances warrant such a meeting. Such meetings shall be held outside of normal work hours unless mutually designated otherwise.

ARTICLE 31
SUPPLEMENTAL COMPENSATION FOR RETIREES

31.1. **Payments upon Retirement.** Upon retiring on pension, an employee shall be eligible for a one-time supplemental payment based on the number of unused sick days remaining to the employee's credit.

31.2. **Calculation of Payment to Retirees.** The supplemental payment for retirees will be calculated as follows:

(a) The number of unused sick days will be divided in half;

(b) The result in (a) will be multiplied by the value of a day's pay for the employee at retirement;

(c) The resulting figure will constitute the supplemental payment, except that in no case shall such payment exceed $15,000.

ARTICLE 32
EVALUATIONS

32.1. **Periodic Evaluation.** Each employee may be evaluated in writing at least once per year as management may deem necessary or as required by Department of Personnel rules and regulations or other such legal mandates. Nothing herein is intended to preclude corrective action by the Employer at any time management considers it necessary.

32.2. **Evaluation Criteria.** Employees shall be informed of evaluation criteria as soon as developed by the Employer and informed of any subsequent changes in evaluation criteria.

32.3. **Review of Evaluation.** The completed evaluation shall be shown to the employee for review, and such employee shall affix his/her signature. Such signature shall not indicate agreement or disagreement with the contents of the evaluation. A copy will be furnished to the employee concerned.

32.4. **Conference.** If requested, the supervisor or manager shall provide a conference to the employee in order to discuss the evaluation and improvement goals where applicable.

32.5. **Reconsideration and Exceptions.** If the employee disagrees with the evaluation, he/she may request a reconsideration and/or note exceptions to the official record.

32.6. **Appeals.** Appeal of the evaluation may be made through the grievance procedure, except that final and binding determination shall reside with the chief administrator. If the evaluation is a primary or contributing factor in any adverse action, the employee shall have such appeal rights as provided by law or this Agreement.

ARTICLE 33
MANAGEMENT RIGHTS

33.1. **Rights Reserved.** The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

(a) The executive management and administrative control of the County Government and its properties and facilities and activities of its employees by utilizing personnel, methods, and means of the most appropriate and efficient manner possible as may from time to time be determined by the Employer.

(b) To make rules of procedure and conduct, to introduce and use new and improved methods and equipment, to contract out for goods and services, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of the work required.

(c) The right of management to make, maintain, and amend such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety, and/or the effective operation of the County after advance notice thereof to the employees and to require compliance by the employees, provided that any changes in the Employer's personnel policies and procedures are presented to the Union when distributed to department heads or within 10 days after adoption, whichever is sooner.

(d) To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions of continued employment, or assignment, and to promote and transfer employees.

(e) To suspend, demote, discharge or take any other appropriate disciplinary action against any employee for good and just cause according to law.

(f) To lay off employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive or for other legitimate reason.

(g) To subcontract any of the work performed by employees covered by this Agreement for reasons of economy or other legitimate business reasons provided the Union is consulted sixty (60) days in advance.

33.2. **Limitations.** In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Employer, the adoption of policies, rules, regulations, and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

33.3. **Statutory Rights.** Nothing contained herein shall be construed to deny or restrict the Employer of its rights, responsibilities, and authority under R.S. 40A, or any other national, state, county or local laws or regulations.

ARTICLE 34
MAINTENANCE OF OPERATIONS

34.1. **Governmental Operations.** It is recognized that the need for continued and uninterrupted operation of the County's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operations.

34.2. **Job Actions Prohibited.** The Union covenants and agrees that neither the Union nor any person acting in its behalf, will cause, authorize, engage in, sanction, assist or support, nor will any of its members take part in, any strike, work stoppage, slowdown, walkout or other job action against the Employer during the term of this Agreement. It is understood that employees who participate in such activities may be subject to disciplinary action.

34.3. **Judicial Relief.** Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Union or its members.

ARTICLE 35
MILITARY LEAVE

35.1. **Statutory Rights.** Employees in the military service, including the New Jersey National Guard or United States Armed Forces Reserves, shall be entitled to such leave provisions as may be required by law.

ARTICLE 36
INDEMNIFICATION

36.1. **Tort Claims.** The Employer will indemnify an employee for damages resulting from any tort claim or any civil violation of state or federal law arising out of the employee's job, if, in the opinion of the Employer, the acts committed by the employee upon which the damages are based did not constitute fraud, malice, willful misconduct, or intentional wrongdoing.

ARTICLE 37
SEVERABILITY

37.1. **Severability and Savings.** If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE 38
FULLY-BARGAINED CLAUSE

38.1. **Integration of Agreement.** This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

38.2. **Modification.** This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

38.3. **Reopener.** Following ratification of this Agreement, the parties shall reopen negotiations concerning salary upgrades for such job titles as either party may propose. In addition, the parties shall reopen negotiations at the request of either party with regard to the subjects set forth in the settlement agreement.

ARTICLE 39
TERM OF AGREEMENT

39.1. Effective Dates. This Agreement shall be effective immediately on the date of signing below and shall continue in full force and effect through December 31, 2018. The parties shall commence negotiations on a successor Agreement pursuant to regulations of the Public Employment Relations Commission.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to affix their signatures this 17th day of December, 2015.

FOR THE UNION

Michael Blaszak

Brian O'Donnell

Wendy Carey

Donna Speakman

FOR THE EMPLOYER

Robert M. Damminger, Freeholder Director

James D. Hogan, County Clerk

Helene Reed, Surrogate

Carmel Morina, Sheriff

APPENDIX I

Salary Schedule A

Effective January 1, 2015

2.00%

Range	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
1	$924.76	28,051	28,976	29,901	30,825	31,750	32,675	33,600	34,524	35,449	36,374	37,299	38,223	39,148
2	$961.88	29,177	30,139	31,101	32,063	33,025	33,987	34,948	35,910	36,872	37,834	38,796	39,758	40,720
3	$1,000.78	30,357	31,358	32,359	33,360	34,360	35,361	36,362	37,363	38,364	39,364	40,365	41,366	42,367
4	$1,041.47	31,591	32,633	33,674	34,716	35,757	36,799	37,840	38,882	39,923	40,965	42,006	43,048	44,089
5	$1,084.30	32,891	33,975	35,060	36,144	37,228	38,312	39,397	40,481	41,565	42,650	43,734	44,818	45,903
6	$1,129.28	34,255	35,384	36,513	37,643	38,772	39,901	41,030	42,160	43,289	44,418	45,547	46,677	47,806
7	$1,176.59	35,690	36,866	38,043	39,220	40,396	41,573	42,749	43,926	45,103	46,279	47,456	48,632	49,809
8	$1,226.18	37,194	38,420	39,647	40,873	42,099	43,325	44,551	45,778	47,004	48,230	49,456	50,682	51,908
10	$1,278.26	38,774	40,053	41,331	42,609	43,887	45,166	46,444	47,722	49,000	50,279	51,557	52,835	54,113
11	$1,332.75	40,427	41,759	43,092	44,425	45,758	47,090	48,423	49,756	51,089	52,421	53,754	55,087	56,420
12	$1,390.17	42,169	43,559	44,949	46,339	47,730	49,120	50,510	51,900	53,290	54,680	56,071	57,461	58,851
13	$1,450.28	43,992	45,442	46,892	48,342	49,793	51,243	52,693	54,144	55,594	57,044	58,494	59,945	61,395
14	$1,513.60	45,912	47,426	48,939	50,453	51,967	53,480	54,994	56,507	58,021	59,535	61,048	62,562	64,075
15	$1,580.16	47,932	49,512	51,092	52,672	54,252	55,833	57,413	58,993	60,573	62,153	63,733	65,314	66,894
16	$1,649.85	50,045	51,695	53,345	54,995	56,645	58,295	59,944	61,594	63,244	64,894	66,544	68,194	69,843
17	$1,723.24	52,272	53,995	55,718	57,442	59,165	60,888	62,611	64,335	66,058	67,781	69,504	71,228	72,951
18	$1,800.08	54,603	56,403	58,203	60,003	61,803	63,603	65,403	67,203	69,003	70,803	72,603	74,403	76,204
19	$1,880.60	57,046	58,926	60,807	62,687	64,568	66,449	68,329	70,210	72,090	73,971	75,852	77,732	79,613
20	$1,965.59	59,623	61,589	63,554	65,520	67,485	69,451	71,417	73,382	75,348	77,313	79,279	81,245	83,210
21	$2,054.43	62,318	64,372	66,427	68,481	70,536	72,590	74,645	76,699	78,753	80,808	82,862	84,917	86,971
22	$2,147.99	65,156	67,304	69,452	71,600	73,748	75,895	78,043	80,191	82,339	84,487	86,635	88,783	90,931
23	$2,246.18	68,134	70,380	72,626	74,873	77,119	79,365	81,611	83,857	86,103	88,350	90,596	92,842	95,088
24	$2,349.00	71,253	73,602	75,951	78,300	80,649	82,998	85,347	87,696	90,045	92,394	94,743	97,092	99,441
25	$2,457.56	74,546	77,003	79,461	81,918	84,376	86,833	89,291	91,749	94,206	96,664	99,121	101,579	104,036
26	$2,570.92	77,984	80,555	83,126	85,697	88,268	90,839	93,410	95,981	98,551	101,122	103,693	106,264	108,835
27	$2,690.00	81,597	84,287	86,977	89,667	92,357	95,047	97,737	100,427	103,117	105,807	108,497	111,187	113,877

Salary Schedule B
Effective January 1, 2016

2.00%

Range	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
1	$943.26	$27,669	28,612	29,555	30,499	31,442	32,385	33,328	34,272	35,215	36,158	37,101	38,045	38,988	39,931
2	$981.12	$28,780	29,761	30,742	31,723	32,704	33,685	34,666	35,647	36,628	37,610	38,591	39,572	40,553	41,534
3	$1,020.80	$29,944	30,964	31,985	33,006	34,027	35,048	36,068	37,089	38,110	39,131	40,152	41,172	42,193	43,214
4	$1,062.30	$31,161	32,223	33,286	34,348	35,410	36,472	37,535	38,597	39,659	40,722	41,784	42,846	43,909	44,971
5	$1,105.99	$32,443	33,549	34,655	35,761	36,867	37,973	39,079	40,185	41,291	42,397	43,503	44,609	45,715	46,821
6	$1,151.87	$33,788	34,940	36,092	37,243	38,395	39,547	40,699	41,851	43,003	44,155	45,307	46,458	47,610	48,762
7	$1,200.12	$35,203	36,404	37,604	38,804	40,004	41,204	42,404	43,604	44,804	46,005	47,205	48,405	49,605	50,805
8	$1,250.71	$36,687	37,938	39,189	40,440	41,690	42,941	44,192	45,442	46,693	47,944	49,195	50,445	51,696	52,947
10	$1,303.83	$38,246	39,550	40,854	42,157	43,461	44,765	46,069	47,373	48,677	49,980	51,284	52,588	53,892	55,196
11	$1,359.41	$39,876	41,235	42,595	43,954	45,313	46,673	48,032	49,392	50,751	52,110	53,470	54,829	56,189	57,548
12	$1,417.97	$41,594	43,012	44,430	45,848	47,266	48,684	50,102	51,520	52,938	54,356	55,774	57,192	58,610	60,028
13	$1,479.28	$43,392	44,871	46,351	47,830	49,309	50,789	52,268	53,747	55,226	56,706	58,185	59,664	61,144	62,623
14	$1,543.87	$45,287	46,830	48,374	49,918	51,462	53,006	54,550	56,094	57,638	59,181	60,725	62,269	63,813	65,357
15	$1,611.77	$47,279	48,890	50,502	52,114	53,726	55,338	56,949	58,561	60,173	61,785	63,396	65,008	66,620	68,232
16	$1,682.85	$49,363	51,046	52,729	54,412	56,095	57,778	59,460	61,143	62,826	64,509	66,192	67,875	69,558	71,240
17	$1,757.70	$51,560	53,317	55,075	56,833	58,590	60,348	62,106	63,864	65,621	67,379	69,137	70,894	72,652	74,410
18	$1,836.08	$53,859	55,695	57,531	59,367	61,203	63,039	64,875	66,711	68,547	70,383	72,219	74,055	75,892	77,728
19	$1,918.22	$56,268	58,186	60,105	62,023	63,941	65,859	67,778	69,696	71,614	73,532	75,450	77,369	79,287	81,205
20	$2,004.90	$58,811	60,816	62,820	64,825	66,830	68,835	70,840	72,845	74,850	76,855	78,860	80,865	82,869	84,874
21	$2,095.52	$61,469	63,564	65,660	67,755	69,851	71,946	74,042	76,137	78,233	80,328	82,424	84,519	86,615	88,711
22	$2,190.95	$64,268	66,459	68,650	70,841	73,032	75,222	77,413	79,604	81,795	83,986	86,177	88,368	90,559	92,750
23	$2,291.11	$67,206	69,497	71,788	74,079	76,370	78,661	80,952	83,243	85,534	87,825	90,117	92,408	94,699	96,990
24	$2,395.98	$70,282	72,678	75,074	77,470	79,866	82,262	84,658	87,054	89,450	91,846	94,242	96,638	99,034	101,430
25	$2,506.71	$73,530	76,037	78,543	81,050	83,557	86,063	88,570	91,077	93,584	96,090	98,597	101,104	103,610	106,117
26	$2,622.34	$76,921	79,544	82,166	84,788	87,411	90,033	92,655	95,278	97,900	100,522	103,145	105,767	108,390	111,012
27	$2,743.79	$80,485	83,229	85,973	88,716	91,460	94,204	96,948	99,692	102,435	105,179	107,923	110,667	113,411	116,154

Salary Schedule C
Effective January 1, 2017

2.00%

Range	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
1	$962.12	$28,222	$29,184	$30,146	$31,109	$32,071	$33,033	$33,995	$34,957	$35,919	$36,881	$37,843	$38,806	$39,768	$40,730
2	$1,000.74	$29,355	$30,356	$31,357	$32,357	$33,358	$34,359	$35,360	$36,360	$37,361	$38,362	$39,363	$40,363	$41,364	$42,365
3	$1,041.21	$30,542	$31,584	$32,625	$33,666	$34,707	$35,749	$36,790	$37,831	$38,872	$39,913	$40,955	$41,996	$43,037	$44,078
4	$1,083.55	$31,784	$32,868	$33,951	$35,035	$36,118	$37,202	$38,285	$39,369	$40,453	$41,536	$42,620	$43,703	$44,787	$45,870
5	$1,128.11	$33,092	$34,220	$35,348	$36,476	$37,604	$38,732	$39,860	$40,988	$42,116	$43,245	$44,373	$45,501	$46,629	$47,757
6	$1,174.91	$34,464	$35,639	$36,813	$37,988	$39,163	$40,338	$41,513	$42,688	$43,863	$45,038	$46,213	$47,388	$48,563	$49,737
7	$1,224.12	$35,908	$37,132	$38,356	$39,580	$40,804	$42,028	$43,252	$44,476	$45,701	$46,925	$48,149	$49,373	$50,597	$51,821
8	$1,275.72	$37,421	$38,697	$39,973	$41,248	$42,524	$43,800	$45,076	$46,351	$47,627	$48,903	$50,178	$51,454	$52,730	$54,006
10	$1,329.91	$39,011	$40,341	$41,671	$43,001	$44,330	$45,660	$46,990	$48,320	$49,650	$50,980	$52,310	$53,640	$54,970	$56,300
11	$1,386.60	$40,673	$42,060	$43,447	$44,833	$46,220	$47,606	$48,993	$50,379	$51,766	$53,153	$54,539	$55,926	$57,312	$58,699
12	$1,446.33	$42,426	$43,872	$45,319	$46,765	$48,211	$49,658	$51,104	$52,550	$53,997	$55,443	$56,889	$58,336	$59,782	$61,228
13	$1,508.87	$44,260	$45,769	$47,278	$48,787	$50,295	$51,804	$53,313	$54,822	$56,331	$57,840	$59,349	$60,858	$62,366	$63,875
14	$1,574.75	$46,192	$47,767	$49,342	$50,917	$52,491	$54,066	$55,641	$57,216	$58,790	$60,365	$61,940	$63,515	$65,089	$66,664
15	$1,644.00	$48,224	$49,868	$51,512	$53,156	$54,800	$56,444	$58,088	$59,732	$61,376	$63,020	$64,664	$66,308	$67,952	$69,596
16	$1,716.50	$50,351	$52,067	$53,784	$55,500	$57,217	$58,933	$60,650	$62,366	$64,083	$65,799	$67,516	$69,232	$70,949	$72,665
17	$1,792.86	$52,591	$54,384	$56,177	$57,969	$59,762	$61,555	$63,348	$65,141	$66,934	$68,727	$70,519	$72,312	$74,105	$75,898
18	$1,872.60	$54,936	$56,809	$58,681	$60,554	$62,427	$64,300	$66,173	$68,045	$69,918	$71,791	$73,664	$75,537	$77,409	$79,282
19	$1,956.58	$57,394	$59,350	$61,307	$63,263	$65,220	$67,177	$69,133	$71,090	$73,046	$75,003	$76,959	$78,916	$80,873	$82,829
20	$2,045.00	$59,987	$62,032	$64,077	$66,122	$68,167	$70,212	$72,257	$74,302	$76,347	$78,392	$80,437	$82,482	$84,527	$86,572
21	$2,137.43	$62,698	$64,836	$66,973	$69,110	$71,248	$73,385	$75,523	$77,660	$79,798	$81,935	$84,072	$86,210	$88,347	$90,485
22	$2,234.77	$65,553	$67,788	$70,023	$72,257	$74,492	$76,727	$78,962	$81,196	$83,431	$85,666	$87,901	$90,136	$92,370	$94,605
23	$2,336.93	$68,550	$70,887	$73,224	$75,560	$77,897	$80,234	$82,571	$84,908	$87,245	$89,582	$91,919	$94,256	$96,593	$98,930
24	$2,443.90	$71,688	$74,132	$76,576	$79,020	$81,463	$83,907	$86,351	$88,795	$91,239	$93,683	$96,127	$98,571	$101,015	$103,459
25	$2,556.84	$75,000	$77,557	$80,114	$82,671	$85,228	$87,785	$90,342	$92,898	$95,455	$98,012	$100,569	$103,126	$105,683	$108,239
26	$2,674.79	$78,460	$81,135	$83,809	$86,484	$89,159	$91,834	$94,509	$97,183	$99,858	$102,533	$105,208	$107,883	$110,557	$113,232
27	$2,798.67	$82,095	$84,893	$87,692	$90,491	$93,289	$96,088	$98,887	$101,685	$104,484	$107,283	$110,081	$112,880	$115,679	$118,478

Salary Schedule D
Effective January 1, 2018

2.00%

Range	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
1	$981.37	$28,787	$29,768	$30,749	$31,731	$32,712	$33,693	$34,675	$35,656	$36,638	$37,619	$38,600	$39,582	$40,563	$41,544
2	$1,020.76	$29,942	$30,963	$31,984	$33,004	$34,025	$35,046	$36,067	$37,088	$38,108	$39,129	$40,150	$41,171	$42,191	$43,212
3	$1,062.04	$31,153	$32,215	$33,277	$34,339	$35,401	$36,464	$37,526	$38,588	$39,650	$40,712	$41,774	$42,836	$43,898	$44,960
4	$1,105.22	$32,420	$33,525	$34,630	$35,736	$36,841	$37,946	$39,051	$40,156	$41,262	$42,367	$43,472	$44,577	$45,682	$46,788
5	$1,150.67	$33,753	$34,904	$36,055	$37,205	$38,356	$39,507	$40,657	$41,808	$42,959	$44,109	$45,260	$46,411	$47,561	$48,712
6	$1,198.40	$35,153	$36,351	$37,550	$38,748	$39,947	$41,145	$42,343	$43,542	$44,740	$45,939	$47,137	$48,335	$49,534	$50,732
7	$1,248.61	$36,626	$37,874	$39,123	$40,372	$41,620	$42,869	$44,117	$45,366	$46,615	$47,863	$49,112	$50,360	$51,609	$52,858
8	$1,301.23	$38,170	$39,471	$40,772	$42,073	$43,375	$44,676	$45,977	$47,278	$48,580	$49,881	$51,182	$52,483	$53,784	$55,086
10	$1,356.50	$39,791	$41,148	$42,504	$43,861	$45,217	$46,574	$47,930	$49,287	$50,643	$52,000	$53,356	$54,713	$56,069	$57,426
11	$1,414.33	$41,487	$42,901	$44,315	$45,730	$47,144	$48,558	$49,973	$51,387	$52,801	$54,216	$55,630	$57,044	$58,459	$59,873
12	$1,475.26	$43,275	$44,750	$46,225	$47,700	$49,176	$50,651	$52,126	$53,601	$55,077	$56,552	$58,027	$59,502	$60,978	$62,453
13	$1,539.05	$45,145	$46,684	$48,223	$49,762	$51,301	$52,840	$54,379	$55,918	$57,458	$58,997	$60,536	$62,075	$63,614	$65,153
14	$1,606.24	$47,116	$48,722	$50,329	$51,935	$53,541	$55,147	$56,754	$58,360	$59,966	$61,572	$63,179	$64,785	$66,391	$67,997
15	$1,676.88	$49,189	$50,866	$52,543	$54,219	$55,896	$57,573	$59,250	$60,927	$62,604	$64,281	$65,958	$67,634	$69,311	$70,988
16	$1,750.83	$51,358	$53,108	$54,859	$56,610	$58,361	$60,112	$61,863	$63,613	$65,364	$67,115	$68,866	$70,617	$72,368	$74,118
17	$1,828.72	$53,643	$55,471	$57,300	$59,129	$60,958	$62,786	$64,615	$66,444	$68,272	$70,101	$71,930	$73,759	$75,587	$77,416
18	$1,910.25	$56,035	$57,945	$59,855	$61,765	$63,676	$65,586	$67,496	$69,406	$71,317	$73,227	$75,137	$77,047	$78,958	$80,868
19	$1,995.71	$58,541	$60,537	$62,533	$64,529	$66,524	$68,520	$70,516	$72,511	$74,507	$76,503	$78,499	$80,494	$82,490	$84,486
20	$2,085.90	$61,187	$63,272	$65,358	$67,444	$69,530	$71,616	$73,702	$75,788	$77,874	$79,960	$82,046	$84,131	$86,217	$88,303
21	$2,180.18	$63,952	$66,132	$68,312	$70,493	$72,673	$74,853	$77,033	$79,213	$81,394	$83,574	$85,754	$87,934	$90,114	$92,294
22	$2,279.46	$66,864	$69,144	$71,423	$73,703	$75,982	$78,261	$80,541	$82,820	$85,100	$87,379	$89,659	$91,938	$94,218	$96,497
23	$2,383.67	$69,921	$72,304	$74,688	$77,072	$79,455	$81,839	$84,223	$86,606	$88,990	$91,374	$93,757	$96,141	$98,525	$100,908
24	$2,492.78	$73,122	$75,614	$78,107	$80,600	$83,093	$85,585	$88,078	$90,571	$93,064	$95,557	$98,049	$100,542	$103,035	$105,528
25	$2,607.98	$76,500	$79,108	$81,716	$84,324	$86,932	$89,540	$92,148	$94,756	$97,364	$99,972	$102,580	$105,188	$107,796	$110,404
26	$2,728.28	$80,029	$82,757	$85,486	$88,214	$90,942	$93,670	$96,399	$99,127	$101,855	$104,584	$107,312	$110,040	$112,768	$115,497
27	$2,854.64	$83,737	$86,591	$89,446	$92,301	$95,155	$98,010	$100,865	$103,719	$106,574	$109,428	$112,283	$115,138	$117,992	$120,847

LONGEVITY

Scale	A	B	C
01	854	1,139	1,424
02	889	1,185	1,481
03	925	1,233	1,541
04	962	1,283	1,604
05	1,002	1,336	1,670
06	1,043	1,391	1,739
07	1,087	1,449	1,812
08	1,133	1,510	1,888
10	1,181	1,575	1,968
11	1,231	1,642	2,052
12	1,284	1,712	2,141
13	1,340	1,786	2,233
14	1,398	1,864	2,331
15	1,460	1,946	2,433
16	1,524	2,032	2,540
17	1,592	2,123	2,653
18	1,663	2,217	2,772
19	1,737	2,317	2,896
20	1,816	2,421	3,027
21	1,898	2,531	3,163
22	1,984	2,646	3,307
23	2,075	2,767	3,459
24	2,170	2,893	3,617
25	2,270	3,027	3,784
26	2,375	3,167	3,959
27	2,485	3,314	4,142

APPENDIX II

TITLES AND SCALES

(UPDATED 2016)

The first sub-column designates the salary scale for each listed title. The second indicates the number of hours in a full-time workweek.

03	32.5	Account Clerk
04	35	Account Clerk
15	32.5	Accountant
16	35	Accountant
11	32.5	Accounting Assistant
12	35	Accounting Assistant
18	32.5	Administrative Analyst
19	35	Administrative Analyst
13	32.5	Administrative Clerk
14	35	Administrative Clerk
13	32.5	Administrative Secretary
14	35	Administrative Secretary
15	32.5	Analyst Grant Applications
03	40	Animal Attendant
14	40	Animal Control Officer
12	40	Animal Health Technician
12	40	Assistant Animal Control Officer
11/12	35	Assistant Assessor (See notes at end)
10	35	Assistant Assessor Trainee (See notes at end)
12	35	Assistant Building Superintendent
22	35	Assistant Chief Registered Environmental Health Specialist Public Health
14	40	Assistant Communications Technician
27	35	Assistant County Engineer
22	32.5	Assistant Director Community Development Program
16	40	Assistant Golf Superintendent
19	35	Assistant Health Educator
20	32.5	Assistant Human Resource Coordinator
21	35	Assistant Human Resource Coordinator
15	35	Assistant Maintenance Supervisor
18	40	Assistant Manager Animal Control Facility
17	40	Assistant Manager Golf Facilities
17	35	Assistant Nutrition Program Coordinator WIC Program
15	32.5	Assistant Planner
14	32.5	Assistant Program Analyst
15	35	Assistant Program Analyst
13	32.5	Assistant Program Coordinator Non-Emergency Transportation
18	35	Assistant Public Health Nurse Supervisor
18	32.5	Assistant Purchasing Agent
13	32.5	Assistant Superintendent of Weights & Measures
14	35	Assistant Superintendent of Weights & Measures
13	40	Assistant Supervising Bridge Repairer
15	40	Assistant Supervising Mechanic
07	32.5	Assistant Supervising Omnibus Operator
15	35	Assistant Supervising Road Inspector
15	35	Assistant Supervisor Traffic Signal
10	40	Boiler Operator
15	35	Bridge Construction Inspector/Road Inspector
07	40	Bridge Construction Worker
07	40	Bridge Repairer
22	32.5	Budget Officer
23	35	Budget Officer
02	35	Building Maintenance Worker
04	40	Building Maintenance Worker
02	35	Building Maintenance Worker/Groundskeeper
04	40	Building Maintenance Worker/Groundskeeper
01	35	Building Service Worker
02	40	Building Service Worker
04	40	Building Service Worker/Groundskeeper
15	35	Building Superintendent
14	32.5	Buyer
15	35	Buyer
12	35	Carpenter
05	32.5	Cashier

06	35	Cashier
03	35	Cemetery Caretaker
05	40	Cemetery Caretaker
14	32.5	Chief Clerk
15	35	Chief Clerk
17	40	Chief Inspector Mosquito Extermination
17	32.5	Chief Probate Clerk
19	40	Chief Public Safety Telecommunicator
23	35	Chief Registered Environmental Health Specialist Public Health
02	32.5	Clerk 1
03	35	Clerk 1
04	32.5	Clerk 2
05	35	Clerk 2
07	32.5	Clerk 3
08	35	Clerk 3
11	32.5	Clerk 4
12	35	Clerk 4
03	32.5	Clerk Driver
04	35	Clinic Attendant
17	35	Clinic Nurse
13	40	Communications Officer
16	40	Communications Technician
05	32.5	Community Service Aide
06	35	Community Service Aide
07	32.5	Computer Operator
12	35	Computer Service Technician
16	35	Confidential Assistant to the County Treasurer
19	40	Confidential Assistant to the Director Correctional Services
21	32.5	Confidential Assistant to the Director County Extension Service
17	32.5	Confidential Assistant to the Director IT
17	32.5	Confidential Assistant to the Director Economic Development
16	35	Confidential Assistant to the Director Health & Senior Services
18	40	Confidential Assistant to the Director of Emergency Response
21	35	Confidential Assistant to the Director of Land Preservation
17	35	Confidential Assistant to the Director of Veteran's Affairs
18	40	Confidential Assistant to the Director Roads & Bridges
20	35	Confidential Assistant to the Director Senior Services
18	35	Confidential Assistant to the Sheriff
12	35	Confidential Secretary, County Counsel's Office
22	35	Coordinator Community Health Services
21	35	Coordinator Employment & Training Programs
14	35	Coordinator of Maintenance Services
18	35	Coordinator of Safety Programs
20	32.5	Coordinator of Special Transportation
22	35	Coordinator of Special Transportation
22	35	Coordinator Special Child Health Services
17	40	County 9-1-1 Coordinator
22	35	County Alcoholism Coordinator/Employee Assistance Counselor
18	40	County Communications Coordinator Emergency Management
18	35	County Emergency Management Planner
20	40	County Emergency Management Planner
07	40	County Park Ranger
03	32.5	Data Entry Machine Operator
04	35	Data Entry Machine Operator
21	32.5	Data Processing Coordinator
22	35	Data Processing Coordinator
17	32.5	Data Processing Programmer
18	35	Data Processing Programmer
12	35	Data Processing Technician
17	40	Deputy Emergency Management Coordinator
14	32.5	Deputy Superintendent of Weights & Measures
15	35	Deputy Superintendent of Weights & Measures
15	32.5	Deputy Work Release Administrator
22	35	Director Special Transportation Services
16	32.5	District Recycling Coordinator
07	32.5	Drafting Technician
08	35	Drafting Technician
21	32.5	Education and Training Coordinator
12	35	Electrician
13	40	Electronics Repairer

15	40	Electronic Systems Technician 1
17	40	Electronic Systems Technician 2
10		Emergency Medical Technician (part time) (See note at end)
11/13	40	Emergency Medical Technician (See note at end)
14	32.5	Employment Specialist
15	35	Employment Specialist
07	32.5	Employment Test Monitor
08	35	Employment Test Monitor
07	35	Engineering Aide
13	35	Environmental Compliance Investigator
27	35	Environmental Health Coordinator
15	35	Environmental Health Specialist
16	32.5	Environmental Specialist Educational Programs
17	35	Environmental Specialist Educational Programs
10	40	Equipment Operator
13	40	Equipment Operator Mosquito Extermination
11	32.5	Examiner Education Credentials
08	32.5	Execution Clerk
19	32.5	Executive Assistant
21	35	Executive Assistant
14	35	Field Representative Disease Control
16	35	Field Representative Health Education
12	35	Field Representative Narcotics Education
21	32.5	Fiscal Officer
22	35	Fiscal Officer
12	32.5	Four-H Program Assistant
18	40	General Supervisor Mosquito Extermination
18	40	General Supervisor Roads
20	32.5	Geographic Information Systems Specialist 2
18	32.5	Geographic Information Systems Specialist 3
15	32.5	Geographic Information Systems Specialist Trainee
05	40	Golf Ranger
20	40	Golf Superintendent
21	40	Graduate Nurse
16	35	Graduate Nurse Public Health
13	35	Hazardous Materials Responder (Operations)
15	35	Hazardous Materials Technician 1
16	35	Hazardous Materials Technician 2
19	35	Head Clinic Nurse
23	40	Head Nurse
07	35	Health Aide
08	35	Health Aide Bilingual in Spanish & English
21	35	Health Educator
21	35	Health Educator Bilingual in Spanish & English
12	40	Heavy Equipment Operator
15	40	Heavy Equipment Operator Mosquito Extermination
16	40	Heavy Equipment Operator Mosquito Extermination/Mechanic
22	32.5	Human Resource Coordinator
23	35	Human Resource Coordinator
08	40	Inspector Mosquito Extermination
12	35	Inspector Road Openings
07	40	Inspector Trainee Mosquito Extermination
08	32.5	Investigator Consumer Protection
10	35	Investigator Consumer Protection
17	32.5	Investigator County Medical Examiner's Office
13	35	Investigator Public Works
14	32.5	Job Developer
15	35	Job Developer
02	32.5	Keyboarding Clerk 1
03	35	Keyboarding Clerk 1
04	32.5	Keyboarding Clerk 2
05	35	Keyboarding Clerk 2
05	32.5	Keyboarding Clerk 2 Bilingual in Spanish & English
07	32.5	Keyboarding Clerk 3
08	35	Keyboarding Clerk 3
11	32.5	Keyboarding Clerk 4
12	35	Keyboarding Clerk 4
03	35	Laborer 1
05	40	Laborer 1
16	35	Land Surveyor
17	32.5	Landscape Architect
11	35	Legal Secretary
11	35	Locksmith
01	32.5	Mail Clerk

07	35	Maintenance Repairer
07	35	Maintenance Repairer Painter
18	35	Maintenance Superintendent
16	35	Maintenance Supervisor
14	40	Maintenance Supervisor Grounds
02	35	Maintenance Worker 1 Grounds
04	40	Maintenance Worker 1 Grounds
06	40	Maintenance Worker 2 Grounds
07	35	Maintenance Worker 3 Grounds
13	32.5	Management Information Systems Specialist
14	35	Management Information Systems Specialist
16	32.5	Management Specialist
22	32.5	Manager Mobile Meals Program
12	40	Mason
12	40	Mechanic
13	40	Mechanic Diesel
06	40	Mechanic's Helper
18	35	Medical Social Worker
24	35	Mental Health Administrator
08	32.5	Morgue Attendant
05	32.5	Museum Attendant
16	32.5	Museum Curator
23	35	Network Administrator 1
25	35	Network Administrator 2
22	35	Nutrition Program Coordinator WIC Program
06	32.5	Omnibus Operator
20	40	Operations and Training Officer
12	35	Painter
15	32.5	Paralegal Specialist
14	32.5	Park Naturalist
02	35	Parking Attendant
03	32.5	Payroll Clerk
04	35	Payroll Clerk
12	32.5	Payroll Supervisor
13	35	Payroll Supervisor
11	32.5	Photographer
07	32.5	Planning Aide
12	35	Plumber
14	40	Practical Nurse
08	32.5	Principal Account Clerk
10	35	Principal Account Clerk
19	32.5	Principal Accountant
20	35	Principal Accountant
17/21	35	Principal Assistant Assessor (See note at end)
10	32.5	Principal Cashier
11	35	Principal Cashier
07	32.5	Principal Clerk Transcriber
08	35	Principal Clerk Transcriber
08	32.5	Principal Data Entry Machine Operator
10	35	Principal Data Entry Machine Operator
13	35	Principal Drafting Technician
23	35	Principal Engineer
13	35	Principal Engineering Aide
08	32.5	Principal Engineering Clerk
08	32.5	Principal Payroll Clerk
10	35	Principal Payroll Clerk
21	32.5	Principal Planner
21	32.5	Principal Planner Transportation
12	32.5	Principal Planning Aide
08	32.5	Principal Purchasing Assistant
10	35	Principal Purchasing Assistant
21	35	Principal Registered Environmental Health Specialist Public Health
25	35	Principal Systems Analyst
18	35	Principal Technician Management Information Systems
07	32.5	Probate Clerk
16	32.5	Program Analyst
17	35	Program Analyst
16	32.5	Program Development Specialist Aging
16	32.5	Program Development Specialist Community Service
16	32.5	Program Development Specialist Human Resources
17	35	Program Development Specialist Human Resources
13	32.5	Program Monitor
14	35	Program Monitor
15	35	Program Nutritionist
19	35	Program Specialist Special Child Health Services
14	35	Project Coordinator Construction
19	32.5	Project Director Nutrition Program for the Elderly
22	35	Public Health Epidemiologist
10	35	Public Health Investigator
17	35	Public Health Nurse
21	35	Public Health Nurse Supervisor
23	35	Public Health Nutritionist
15	32.5	Public Information Officer
16	35	Public Information Officer
10		Public Safety Telecommunicator (part time) (see note at end)

11/13	(40)	Public Safety Telecommunicator (see note at end)
10		Public Safety Telecommunicator Trainee (part time) (see note at end)
04	32.5	Purchasing Assistant
05	35	Purchasing Assistant
05	32.5	Radio Dispatcher/Keyboarding Clerk 2
16	40	Radio Technician
03	32.5	Receptionist
04	35	Receptionist
03	32.5	Receptionist/Telephone Operator
04	35	Receptionist/Telephone Operator
17	35	Records Management Analyst
21	35	Records Manager
11	32.5	Recreation Program Coordinator
16	32.5	Recreation Program Specialist
18	32.5	Recreation Supervisor
18	32.5	Recreation Supervisor Handicapped Program
17	35	Registered Environmental Health Specialist Public Health
13	35	Registered Environmental Health Specialist Trainee Public Health
06	32.5	Research Aide
13	32.5	Research Assistant
14	35	Research Assistant
14	35	Road Inspector
13	40	Road Repairer 3
15	40	Road Repair Supervisor
19	35	Safety and Insurance Coordinator
18	35	Safety Inspector
11	32.5	Secretarial Assistant
12	35	Secretarial Assistant
05	32.5	Senior Account Clerk
06	35	Senior Account Clerk
17	32.5	Senior Accountant
18	35	Senior Accountant
20	32.5	Senior Administrative Analyst
21	35	Senior Administrative Analyst
05	40	Senior Animal Attendant
15/17	(35)	Senior Assistant Assessor (see note at end)
12	40	Senior Boiler Operator
17	35	Senior Bridge Construction Inspector/Senior Road Inspector
10	40	Senior Bridge Construction Worker
10	40	Senior Bridge Repairer
04	35	Senior Building Maintenance Worker
06	40	Senior Building Maintenance Worker
04	35	Senior Building Service Worker
17	32.5	Senior Buyer
18	35	Senior Buyer
14	35	Senior Carpenter
07	32.5	Senior Cashier
08	35	Senior Cashier
05	35	Senior Cemetery Caretaker
07	40	Senior Cemetery Caretaker
04	32.5	Senior Clerk Transcriber
05	35	Senior Clerk Transcriber
17	40	Senior Communications Technician
08	32.5	Senior Community Service Aide
10	35	Senior Community Service Aide
14	35	Senior Computer Service Technician
10	40	Senior County Park Ranger
10	32.5	Senior Court Clerk
05	32.5	Senior Data Entry Machine Operator
06	35	Senior Data Entry Machine Operator
19	32.5	Senior Data Processing Programmer
20	35	Senior Data Processing Programmer
11	32.5	Senior Drafting Technician
11	35	Senior Drafting Technician
14	35	Senior Electrician
15	40	Senior Emergency Medical Technician
16	32.5	Senior Employment Specialist
17	35	Senior Employment Specialist
10	32.5	Senior Employment Test Monitor
11	35	Senior Employment Test Monitor
20	35	Senior Engineer
11	35	Senior Engineering Aide
19	35	Senior Environmental Health Specialist Hazardous Substances
11	32.5	Senior Execution Clerk
12	35	Senior Execution Clerk
16	35	Senior Field Representative Disease Control

18	35	Senior Field Representative Health Education
12	40	Senior Inspector Mosquito Extermination
14	35	Senior Inspector Road Openings
12	32.5	Senior Investigator Consumer Protection
13	35	Senior Investigator Consumer Protection
17	32.5	Senior Investigator County Medical Examiner's Office
19	32.5	Senior Landscape Architect
10	35	Senior Maintenance Repairer
14	40	Senior Mason
14	40	Senior Mechanic
20	40	Senior Medical Social Worker
14	35	Senior Painter
16	32.5	Senior Park Naturalist
05	32.5	Senior Payroll Clerk
06	35	Senior Payroll Clerk
17	32.5	Senior Planner
17	32.5	Senior Planner Community Development Program
17	32.5	Senior Planner Transportation
10	32.5	Senior Planning Aide
14	35	Senior Plumber
16	40	Senior Practical Nurse
10	32.5	Senior Probate Clerk
18	32.5	Senior Program Analyst
19	35	Senior Program Analyst
19	32.5	Senior Program Development Specialist Community Service
20	35	Senior Program Development Specialist Community Service
12	35	Senior Public Health Investigator
19	35	Senior Public Health Nurse
15	40	Senior Public Safety Telecommunicator
06	32.5	Senior Purchasing Assistant
07	35	Senior Purchasing Assistant
05	32.5	Senior Receptionist
06	35	Senior Receptionist
05	32.5	Senior Receptionist/Telephone Operator
06	35	Senior Receptionist/Telephone Operator
19	35	Senior Registered Environmental Health Specialist Public Health
16	35	Senior Road Inspector
19	40	Senior Social Worker Juvenile Rehabilitation
05	40	Senior Stock Clerk
08	35	Senior Storekeeper
10	40	Senior Storekeeper
23	35	Senior Systems Analyst
16	35	Senior Technician Management Information Systems
05	32.5	Senior Telephone Operator
06	35	Senior Telephone Operator
08	35	Senior Traffic Maintenance Worker
14	35	Senior Traffic Signal Electrician
15	40	Senior Welder
03	32.5	Site Manager Nutrition Program for the Elderly
17	32.5	Social Rehabilitation Therapist Penal Institution
14	40	Social Service Assistant
16	32.5	Social Worker Aging
18	35	Social Worker Aging
16	32.5	Social Worker Health
18	35	Social Worker Health
17	40	Social Worker Juvenile Rehabilitation
15	32.5	Specification Writer Purchasing
03	40	Stock Clerk
06	35	Storekeeper
08	40	Storekeeper
08	40	Storekeeper Automotive
18	35	Superintendent of Weights & Measures
12	32.5	Supervising Account Clerk
13	35	Supervising Account Clerk
08	40	Supervising Animal Attendant
16	40	Supervising Animal Control Officer
20	35	Supervising Bridge Construction Inspector/Supervising Road Inspector
15	40	Supervising Bridge Repairer
14	40	Supervising County Park Ranger
17	40	Supervising Emergency Medical Technician
19	35	Supervising Employment Specialist
26	35	Supervising Engineer
15	35	Supervising Engineering Aide
20	35	Supervising Field Representative Disease Control
18	40	Supervising Heavy Equipment Operator

18	40	Supervising Heavy Equipment Operator Mosquito Extermination
12	35	Supervising Maintenance Repairer
17	40	Supervising Mechanic
08	32.5	Supervising Omnibus Operator
23	32.5	Supervising Planner
21	35	Supervising Program Development Specialist Community Services
17	40	Supervising Public Safety Telecommunicator
19	35	Supervising Road Inspector
12	32.5	Supervising Telephone Operator
07	35	Supervisor Building Service
07	40	Supervisor Building Service
12	32.5	Supervisor of Accounts
13	35	Supervisor of Accounts
13	32.5	Supervisor of Data Entry Machine Operations
14	35	Supervisor of Data Entry Machine Operations
19	40	Supervisor of Garage Services
21	40	Supervisor of Motor Pool
15	35	Supervisor Traffic Maintenance
18	35	Supervisor Traffic Signal
21	35	Systems Analyst
15	32.5	Tax Research Examiner and Investigator
14	35	Technician Management Information Systems
14	40	Telephone System Installer and Repairer
15	35	Traffic Analyst
26	35	Traffic Engineer
10	35	Traffic Investigator
06	35	Traffic Maintenance Worker
12	35	Traffic Signal Electrician
10	35	Traffic Signal Technician 1
18	40	Training Coordinator
15	35	Training Technician
17	40	Training Technician
07	40	Truck Driver
10	40	Truck Driver Heavy
11	32.5	Weights & Measures Apprentice
12	35	Weights & Measures Apprentice
12	40	Welder
06	40	Welder's Helper
13	35	WIC Lactation Consultant
19	32.5	Work Release Administrator

Notes:

Salaries for part-time Emergency Medical Technicians and part-time Public Safety Telecommunicators begin at Step 1 of Scale 10, and after successful completion of one year, go to Step 1 of Scale 11. Part-time EMT's and part-time PST's if placed in full-time position, will go to a Scale 13 after being at a Scale 11 for an aggregate of 4 years.

Salaries for Assistant Assessor Trainees hired on or after 11/1/15 begin at Step 1 of Scale 10, and after successful completion of one year go to Step 1 of Scale 11 in the title of Assistant Assessor, and shall remain at Scale 11 for four years. After four years on Scale 11 in the Assistant Assessor title, employees shall be moved to Scale 12.

Salaries for Senior Assistant Assessor and Principal Assistant Assessor employed before 11/1/15 shall be grandfathered at their current scales of 17 and 21 respectively. All employees in the Assistant Assessor series hired on or after 11/1/15 who successfully promote through NJ Civil Service to Senior and/or Principal Assistant Assessor shall go to Scale 15 and 17 respectively.

APPENDIX III
CLOTHING PROVISIONS

Dept. or Div.	Employees	Clothing Payments	Uniforms Provided	Safety Shoes
Highway	Blue Collar	$300 (Jan.) + $300 (July)	5 safety T-shirts	Y
Engineering	Blue Collar	$300 (Jan.) + $300 (July)	5 safety T-shirts	Y
Bldgs. & Grounds	Blue Collar	$300 (Jan.) + $300 (July)	None	Y
County Jail	Cooks & Nurses	$300 (Jan.) + $300 (July)	None	Y
County Clerk	All	None	May provide 2 shirts or sweaters	N
Golf Course	Blue Collar (except Golf Rangers & Mechanics)	$300 (Jan.) + $300 (July)	None	Y
	Mechanics	None	6 sets (with replacements) + laundry	Y
	Golf Rangers	None	5 shirts	N
Animal Control	Uniformed	$150 (Jan.) + $150 (July) except if laundry is provided	Full set with replacements (May 30)	Y
Parks & Recreation	Uniformed	$150 (Jan.) + $150 (July) except if laundry is provided	Full set with replacements (May 30)	Y
Mosquito Control	Blue Collar	None	6 sets (with replacements) + laundry + 5 safety T-shirts	Y
Fleet Management	Blue Collar	None	6 sets (with replacements) + laundry + winter jacket every 2 years	Y
Emergency Response	Communications (Uniformed)	Full-time $600 Voucher (Jan.) Part-time $400 Voucher (Jan.)	None	N
	Hazmat	None	None	Y
	EMT's	Full-time $600 Voucher (Jan.) Part-time $400 Voucher (Jan.)	Replacement or repair of clothing destroyed or damaged (see Sec. 12.1)	N
Medical Examiner's Office	Investigators	None	Coveralls & boots (as needed)	N
Health	Nurses & Allied Health Workers	$225 (July)	None	N
	Public Health Investigators, Field Reps Disease Control, & Env. Health Specialists (incl. Reg.)	None	None	Y
Transportation Services	Drivers	$50 annually	None	N

APPENDIX IV
CALCULATION OF EMPLOYEE LEAVE

A. Conversion of Sick and Vacation Leave to Hours

Sick leave and vacation leave are to be credited to employees in hours (or fractions thereof), thus requiring that the allotments specified in Sections 16.1 and 18.1 be converted from days to hours in order to determine an employee's entitlement. For purposes of this computation, a "day" in the case of full-time employees is equivalent to one-fifth of the employee's base workweek as set forth in Sec. 5.1. In the case of part-time employees, a "day" is equivalent to one-fifth of the regular or average workweek.

Example 1: If the employee's base workweek is 40 hours, a "day" is equal to eight hours. Fifteen days of sick leave would therefore be equal to 120 hours.

Example 2: If the employee averages 24 paid hours per week, a "day" would be equal to 4.8 hours. Fifteen days of sick leave would therefore be equal to 72 hours.

Note: This method of calculation also pro-rates the amount of annual leave earned for part-time service.

B. Adjustment of Sick and Vacation Leave for Employees Who Are Not in Pay Status for a Full Year

Although credited to an employee in advance, sick and vacation leave are earned month by month on a pro-rata basis. For example, an employee who is entitled to 15 sick days for the year will earn them at the rate of 1.25 days per month. If an employee terminates during the year or uses unpaid time off, the employee's sick and vacation leave credit will be adjusted in accordance with the following rules:

(1) If an employee is in pay status for at least 23 calendar days in a given month, there will be no reduction in the amount of leave earned for that month.

(2) If the employee is in pay status for at least 8 calendar days in a given month but less than 23 days, the employee will earn one-half of the full monthly share.

(3) If the employee is in pay status for fewer than 8 calendar days in a given month, the employee will earn no sick or vacation for that month.

(4) "In pay status" is understood to mean currently employed and not on unpaid leave or suspension without pay.

APPENDIX V

COUNTY PARK RANGERS, SENIORS AND SUPERVISORS

Shifts 5:30 AM to 1:30 PM (year round – weekends and observed holidays)

1:00 PM to 9:00 PM (during daylight savings time, first payroll of March through first payroll of November)

4:00 PM to Midnight (during daylight savings time, first payroll of March through first payroll of November)

11:00 AM to 7:00 PM (during standard time, second payroll of November through last payroll of February)

3:00 PM to 11:00 PM (during standard time, second payroll of November through last payroll of February)

LETTER OF AGREEMENT

The COMMUNICATIONS WORKERS OF AMERICA and the COUNTY OF GLOUCESTER hereby agree that the following titles and salary ranges shall be added to Appendix II of the collective bargaining agreement:

Electronic Systems Technician 1 (40 hr/wk).....Range 14

Electronic Systems Technician 2 (40 hr/wk).....Range 16

FOR CWA LOCAL 1085

Michael Blamyff

7/22/16

Dated

FOR GLOUCESTER COUNTY

Chl MB

7/22/16

Dated